

**CITY OF OSKALOOSA CITY COUNCIL MEETING
REGULAR SESSION**

**COUNCIL CHAMBERS – CITY HALL, 220 S. MARKET STREET
NOVEMBER 19, 2012 – 6:30 P.M.**

AGENDA

CALL TO ORDER – 6:30 P.M.

ITEM 1. INVOCATION: Pastor

ITEM 2. PLEDGE OF ALLEGIANCE.

ITEM 3. ROLL CALL.

ITEM 4. COMMUNITY COMMENTS.

ITEM 5. CONSIDER ADOPTION OF CONSENT AGENDA AS PRESENTED OR AMENDED.

All items appearing on the Consent Agenda are considered routine by the City Council and shall be enacted by one motion. If discussion is desired, that item shall be removed, discussed separately and approved by a separate motion of the City Council.

a) Approval of Council Minutes and Actions, subject to corrections, as recommended by the City Clerk.

1. November 5, 2012 Regular City Council Meeting Minutes
2. November 19, 2012 Agenda

b) Receive and file minutes of Boards and Commissions (ANY RECOMMENDATIONS CONTAINED IN MINUTES BECOME EFFECTIVE ONLY UPON SEPARATE COUNCIL ACTION).

1. October 15, 2012 Water Board Minutes
2. November 13, 2012 Planning and Zoning Commission Minutes
3. October 22, 2012 Library Board of Trustees Minutes

c) Claims

None.

d) Permit Motions and Resolutions as Recommended by the City Clerk.

New:

None.

Renewal:

None.

Resolutions & Motions:

1. Consider a resolution setting date for a public hearing on charges of selling alcoholic beverages to a minor against Walmart.
2. Consider a resolution setting date for a public hearing on charges of selling alcoholic beverages to a minor against Casey's Store #2366.
3. Consider a resolution setting date for a public hearing on charges of selling alcoholic beverages to a minor against Kum & Go #1273.

Ordinances:

1. Consider an ordinance vacating the east-west alley adjacent to 503 North H Street, and the sale of said public alley right-of-way. – 2nd reading

----- **END OF CONSENT AGENDA** -----

ITEM 6. MAYORAL AND COUNCIL APPOINTMENTS. APPLICANTS MUST RESIDE IN OSKALOOSA AND BE 18 YEARS OF AGE UNLESS SPECIFIC QUALIFICATIONS ARE STATED

- a) Mahaska County Solid Waste Management Commission and Ad Hoc Recycling Committee - Five vacancies on the Mahaska County Solid Waste Management Commission approved and appointed by the City Council for one year terms ending December 31, 2013. (2 males and 1 female currently serve). Two of the five members are to be appointed to the Ad Hoc Recycling Committee.

REGULAR AGENDA - ORDINANCES:

ITEM 7. CONSIDER AN ORDINANCE TO VACATE AND SELL 93.0'x16' OF THE NORTH-SOUTH PUBLIC ALLEY ADJACENT TO 907 SOUTH 7TH STREET AND 909 SOUTH 7TH STREET (3RD READING); AND APPROVE THE RESOLUTION APPROVING THE DEED AND AUTHORIZING THE SALE OF THE ALLEY.

ITEM 8. CONSIDER AN ORDINANCE AMENDING CHAPTER 2.04; SECTION 2.04.100 GENERAL MEETINGS OF THE CITY CODE OF THE CITY OF OSKALOOSA, IOWA TO CHANGE THE START TIME OF REGULARLY-SCHEDULED CITY COUNCIL MEETINGS FROM 6:30 P.M. TO 6:00 P.M. – 3RD READING.

REGULAR AGENDA – RESOLUTIONS & MOTIONS:

ITEM 9. CONSIDER A REQUEST TO APPROVE THE REVISED SITE PLAN APPLICATION FOR WILLIAM PENN UNIVERSITY STUDENT HOUSING PLAN.

ITEM 10. CONSIDER A RESOLUTION AUTHORIZING PUBLIC FINANCIAL MANAGEMENT, INC. (PFM) TO COMPLETE A SHARED SERVICES ANALYSIS BETWEEN THE OSKALOOSA MUNICIPAL WATER DEPARTMENT AND THE CITY OF OSKALOOSA.

ITEM 11. REPORT ON ITEMS FROM CITY STAFF.

- a) City Manager
- b) City Clerk.
- c) City Attorney.

ITEM 12. CITY COUNCIL INFORMATION.

ITEM 13. CLOSED SESSIONS.

- a) Hold closed session under Iowa Code Section 21.5.1.j. to discuss the purchase of particular real estate.

ADJOURNMENT

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: November 19, 2012

REQUESTED BY: Michael Schrock,
City Manager

ITEM TITLE: CALL TO ORDER AND ROLL CALL – 6:30 p.m.

1. Invocation: Pastor
2. Pledge of Allegiance
3. Roll Call: _____ Mayor David Krutzfeldt, Council Members:

_____ Caligiuri, _____ Jimenez, _____ Moore, _____ Van Zetten,

_____ Ver Steeg, _____ Walling, _____ Yates.

Explanation:

Not applicable.

BUDGET CONSIDERATION:

Not applicable.

ATTACHMENTS: None

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: November 19, 2012

REQUESTED BY: MAYOR & CITY COUNCIL

ITEM TITLE: COMMUNITY COMMENTS.

EXPLANATION:

This item is reserved to receive comments from the community for concerns whether or not they are included in the current agenda. The community is encouraged to come and speak before the Mayor and City Council and asked to keep statements brief. Any questions are to be asked of the City staff, Council Members, or the Mayor prior to speaking to the full Council so concerns may be properly researched and answered away from the meeting. Comments are to be directed to the Mayor and City Council only.

BUDGET CONSIDERATION:

Not applicable.

ATTACHMENTS:

Consent Agenda Items: All items appearing on the Consent Agenda are considered routine in nature and no discussion is anticipated.

- Item 1. Minutes and reports from city council meetings, boards and commissions:
Staff recommends council receive and file these documents.**
- Item 2. Consider a resolution setting date for a public hearing on charges of selling alcoholic beverages to a minor against Walmart Store #1373.**
- Item 3. Consider a resolution setting date for a public hearing on charges of selling alcoholic beverages to a minor against Casey's Store #2366.**
- Item 4. Consider a resolution setting date for a public hearing on charges of selling alcoholic beverages to a minor against Kum & Go #1273.**
- Item 5. Consider an ordinance to vacate and sell 60' X 16.5' of the east-west alley adjacent to 503 North H Street – 2nd reading.**

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: November 19, 2012

REQUESTED BY: Michael Schrock,
City Manager

ITEM TITLE: CONSENT AGENDA – ITEM 1

EXPLANATION:

All items appearing on the Consent Agenda are considered routine by the City Council and shall be enacted by one motion. If discussion is desired, that item shall be removed, discussed separately and approved by a separate motion of the City Council.

- A. Approval of Council Minutes and Actions, subject to corrections, as recommended by the City Clerk.
 - 1. November 5, 2012 Regular City Council Meeting Minutes
 - 2. November 19, 2012 Agenda

- B. Receive and file the following reports and communications from advisory and operating boards and commissions:
 - 1. October 15, 2012 Water Board Minutes
 - 2. November 13, 2012 Planning and Zoning Commission Minutes
 - 3. October 22, 2012 Library Board of Trustees Minutes

BUDGET CONSIDERATION:

Not applicable.

ATTACHMENTS:

November 5, 2012 Regular City Council Meeting Minutes
October 15, 2012 Water Board Minutes
November 13, 2012 Planning and Zoning Commission Minutes
October 22, 2012 Library Board of Trustees Minutes

OSKALOOSA WATER BOARD
REGULAR MEETING
10/15/12

Members Present:

Errin Keltner
Pete Settimi
Joe Ryan

Others Present:

Chad Coon
Sheryl Tomlinson
Jason Van Zetten
Jim Anderson

A motion was made by Pete Settimi and 2nd by Joe Ryan to approve the agenda as presented. The motion carried with all members voting yes.

Minutes of the 9/10/12 regular meeting were read. A motion was made by Pete Settimi to approve the minutes. The motion was 2nd by Errin Keltner. The motion carried with all members voting yes.

The attached vouchers totaling \$463,372.62 were presented for approval. A motion was made by Errin Keltner to approve the vouchers for payment. The motion was 2nd by Pete Settimi. The motion carried with all members voting yes. The Balance Statements were also reviewed. Motion by Pete Settimi and seconded by Joe Ryan to approve balance statements. Motion carried with all members voting yes.

1. Jason Van Zetten talked about the building the Water Department resides in and the fact that the City believes that there is one year or less before the building will need to be vacated due to structural issues. There was then a conversation about the City moving towards a single hauler system for garbage collection. Jason mentioned that it would be beneficial for the City if OMWD would put together a list of costs that would change for OMWD if the City moved forward. That way the City would have more information with regard to how the move to single hauler would impact OMWD and our costs. The issue of the credit card limit came up again. There was spirited discussion between all members with the focus ending on OMWD striving to provide the best customer service possible.
2. The next item on the agenda was General Manager's Update. Chad introduced Jim Anderson of Insurance Services Group to discuss the health insurance premiums for 2013. Chad informed the Board that the renewal is not due until December 15, 2012, but that he wanted the Board to have the information as early as possible to be able to discuss options. Jim talked to the Board about why the

rate had gone up as much as it did, and the “grandfathering” status that OMWD has on our policy which allows for a 3.4% decrease in rates. Joe asked if it was possible for OMWD to look at be added to the City’s policy for health insurance and Chad explained that as he remembers it, OMWD cannot be added to the City’s policy because OMWD has its own payroll and is therefore not eligible. Chad said that he had had that conversation with Mike Schrock and his predecessors in years past. Chad asked the Board to write down any questions that they may have over the course of the next month, or to give him a call with them so that he can work with Jim to get the answers. Chad talked to the Board about new turbidimeters that have been ordered for the plant and will be installed and functional on October 29, 2012. Chad updated the Board about the new shop. Joe asked if the former occupant was out of both the shop and house. Chad informed him that the shop was empty and the house was almost empty. Pete commented that we need to ensure that the house is vacated as soon as possible. Chad stated that he would see to that on Tuesday. Chad talked to the Board about the new GIS/GPS system and the fact that it is in the programming stages and that we should see delivery in 4-6 weeks. Chad also updated the Board on OMWD’s new employee, Shaun Smith, and that he was working out well.

3. The next agenda item was Miscellaneous. Chad talked to the Board about the leaks that we have had in the last month and how he was working to better estimate water loss due to those leaks and the subsequent hydrant flushing. He noted that during the last month, he could account for 1.3 million gallons of lost water that would have not been estimated as closely before. There was discussion about the mowing that occurs at the plant and the need for mowing with the new facility. It was suggested by Errin that OMWD consider hiring summer help next year to mow at all of the facilities. Chad said that he would take this under consideration as we move towards budget time. Chad also updated the Board about the new meters that have gone in and the increase that OMWD is seeing in registration of flow. In some cases, there has been between 100%-150% increase. Chad commented that this will also help our unaccounted water loss report.

There being no further items to discuss, it was moved by Pete Settimi and second by Joe Ryan to adjourn.

ATTEST

Meeting Adjourned 6:14 PM

Joe Ryan – Chairman

Pete Settimi – Secretary

CITY OF OSKALOOSA
MINUTES OF PLANNING & ZONING COMMISSION MEETING
November 13, 2012

A regularly scheduled meeting of the Planning and Zoning Commission for the City of Oskaloosa was called to order at 4:30 p.m. on Tuesday, November 13, 2012, by Chairmen Jon Zobel, at 220 South Market Street, Oskaloosa, Iowa. COMMISSION MEMBERS PRESENT: Chairmen Jon Zobel, Brian Booy, Holden Barnhart, Michelle Purdum, and R. D. Keep; COMMISSION MEMBERS ABSENT: Charlie Comfort and Dan Karow; CITY STAFF PRESENT: Public Works Director: Akhilesh Pal and City Manager: Michael Schrock;

Others present: Jeff Greenhalgh – on behalf of William Penn University.

Minutes from the October 8, 2012 Planning and Zoning meeting.

Purdum moved, Booy seconded to approve the minutes from the October 8, 2012 Planning and Zoning meeting. The vote was: YES – Zobel, Booy, Keep and Purdum; No – none; Absent – Comfort and Karow; Abstain: Barnhart. Motion carried. Barnhart abstained from voting because he was not present at the October 8, 2012 meeting.

Revised Site plan for William Penn Student Housing Plan.

Purdum moved, Keep seconded to approve the revised site plan. Members discussed whether the site plan would require variance from Board of Adjustment to install the 6' tall fences because the code requires a maximum height of 4' for fences in the front yard. Staff responded they will review with City Attorney to see if the City Council has the authority to approve the 6' tall fences. Keep explored the idea of installing hedges instead of fences. Purdum indicated that 4' tall fences will not serve its purpose of discouraging jay-walking and was in support of the 6' tall fences. The vote was: Yes – Zobel, Barnhart, Booy, Keep, and Purdum; No – none; Absent – Comfort and Karow. Motion carried.

Chairmen Zobel adjourned the meeting at 4:50 PM.

Minutes by Akhilesh Pal

MINUTES
OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES
MONDAY – OCTOBER 22, 2012 -- 4:00 P.M.

The meeting was called to order by President Mike Sytsma. Roll call was taken by Board secretary Susan Hasso with Trustees Michael Collins, Paul Groenenboom, Jane Ireland, Sally Posovich, Kathy Rothfus, and Candace Slobe present. Trustee Judy Bishop arrived later. Also present were Library Director William Ottens and Keith Miller, president of the Friends.

Minutes: Sytsma called for a motion to approve the minutes of the September 24, 2012, Board meeting. Motion was made by Ireland, seconded by Groenenboom, to approve the minutes of the September 24, 2012, Board meeting. Motion passed.

Board Correspondence, Public Input or Friends Report: Keith Miller, president of the Friends, reported that the Friend's program, Tea & Talk, about Lady Almina and the real Downtown Abbey was very successful. Thirty-six people attended. The Friends are considering a vintage style show for the spring. Stephen Brayton, local author and martial arts instructor, will be presenting a book talk and Taekwondo demonstration at the library on November 8 at 6:30 p.m. The Friends will provide refreshments. Engraved bricks for the reading garden will be on sale until October 26. Bricks that are bought after that date will be engraved at a later date.

Director's Report: Library Director William Ottens highlighted some of the items on his director's report that was in the Board packet.

Linda Fox's Retirement: The Board discussed plans for a public reception for Linda Fox in recognition of her years of service to the library. They set a tentative date for the reception, which will be announced at a future date.

Third Floor Ceiling: Ottens pointed out that the hole in the third floor ceiling has been repaired.

Reading Garden: DB Landscaping has been working on the Reading Garden. The storm water drainage has been done, and now they are laying brick and stonework for the amphitheater. Some of the engraved bricks have been installed. City Manager Michael Schrock intends to call a Reading Garden committee meeting when he returns from vacation.

Kiwanis Key Club: Local Kiwanis groups have asked Ottens about being a sponsor for a Key Club for teenagers. The goal of the group is to develop future leaders through community service and involvement. Ottens has offered the meeting spaces available at the library for their use, and will be volunteering his time once a month to be present at the meetings.

Cunningham letter and response: Ottens told the Board that the compromise that was reached stated that Cunningham agreed to do some of the requested work at no charge without Baker being present. Baker could come in after the work was completed and inspect the work.

Committee Reports:

Staff Committee – Jane Ireland, chair: No report

Budget & Finance Committee – Judy Bishop, chair: No report.

Policy & Planning Committee – Candace Slobe, chair: No report.

Technology Committee – Kathy Rothfus, chair: No report.

Building & Grounds: No report.

Unfinished Business:

Postage meter: Ottens asked the Board to approve the leasing of a Pitney Bowes postage meter. Ottens said that the rental fee per month is \$14.95, and the library uses about \$200 a month in postage. Motion was made by Ireland, seconded by Posovich, to approve the leasing of a Pitney Bowes postage meter. Motion passed.

Social Media Policy: Candace Slobe, chair of the Policy and Planning Committee, asked if the Board had any questions about the Social Media Policy that had been distributed to the trustees prior to the meeting. Slobe said that the committee is recommending that the Board approve the Social Media Policy. Motion was made by Slobe, seconded by Bishop, to approve the Social Media Policy. Motion passed.

Holiday Closings: Ottens asked the Board to approve holiday closings for Thanksgiving and Christmas. At Thanksgiving, the library will be closed Thursday, November 22, and Friday, November 23. The library will be open regular hours Saturday, November 24. At Christmas, the library will be closed Christmas Eve and Christmas Day. For New Years, the library will close at 5:00 p.m. on New Year's Eve and be closed New Year's Day. Motion was made by Ireland, seconded by Collins, to approve holiday closings as presented. Motion passed.

New Business:

Vacation: When Ottens was hired, the Board approved vacation time for his trip in January at Michael Schrock's request. Since the trip is more than a week, Ottens asked that the Board approve an additional 32 hours for the vacation. Ottens will be happy to rearrange his schedule before and after the trip to make up the additional hours. Motion was made by Ireland, seconded by Posovich, to approve 32 additional hours of vacation to be made up at Otten's discretion. Motion passed.

Children's Librarian Position: With Linda's retirement in November, Ottens said that he would like to work with the staff committee in determining a time frame for the candidate search, developing a position announcement, interviewing, and hiring a candidate for the open position. Motion was made by Bishop, seconded by Ireland, to place an ad for the position which would include the words "MLS preferred". Motion passed. Motion was made by Bishop, seconded by Posovich, to approve Ottens and the Staff Committee working together on the hiring process. Motion passed.

Logo Revision: Ottens presented a revised library logo, which included the same likeness of the window, but using bolder lines and the text "Oskaloosa Public Library". Ottens would like to use the redesigned logo to develop the library's brand. Motion was made by Slobe, seconded by Ireland, to approve the logo revision as presented. Motion passed.

CIS Temporary Card Fees, Teen Cards, and Borrowing & Circulation Policy: Non-returned Library Materials: Motion was made by Slobe, seconded by Posovich, to send items d. CIS Temporary Card Fees, e. Teen Card, and f. Borrowing & Circulation Policy: Non-returned Library Materials on the agenda to the Policy and Planning Committee. Motion passed.

Approval of Claims: On the claims report, the Board questioned the Simplex Grinnell bill for \$436.20 for replacing the fire alarm battery. Motion was made by Groenenboom, seconded by Bishop, to approve payment of the October claims, with the exception of the Simplex Grinnell bill. Motion passed.

Adjournment: Motion was made by Rothfus, seconded by Slobe, to adjourn. Motion passed.

The next regular meeting will be on Monday, November 19, 2012, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso
Library Administrative Assistant
for the Board

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: November 19, 2012

REQUESTED BY: David Dixon,
City Attorney

ITEM TITLE: CONSENT AGENDA – ITEM 2

Consider a resolution setting date for a public hearing on charges of selling alcoholic beverages to a minor against Walmart Store #1373.

EXPLANATION:

The City Council needs to schedule a public hearing regarding charges of selling alcoholic beverages to a minor. The charges are regarding a first violation of selling alcoholic beverages to a minor for Walmart Store #1373 located at 2203 A Avenue West.

Staff recommends approval of the resolution scheduling a public hearing on December 3, 2012 at 6:00 p.m. in the Oskaloosa City Hall City Council Chambers to consider charges against Walmart Store #1373 for selling alcoholic beverages to minors.

BUDGET CONSIDERATION:

Revenue from fines.

ATTACHMENTS: Resolution

RESOLUTION NO. _____

**RESOLUTION SETTING DATE FOR PUBLIC HEARING ON CHARGES OF SELLING
ALCOHOL TO A MINOR AGAINST WALMART STORE #1373**

WHEREAS, the Oskaloosa City Police have issued a Citation to an employee of Walmart Store #1373 for the sale of alcoholic beverages to a minor; and

WHEREAS, the Clerk making the sale has entered a plea of guilty to the charge of selling alcoholic beverages to a minor in violation of the laws of the State of Iowa; and

WHEREAS, a public hearing before the Council should be scheduled to address the issue of the imposition of the statutory civil penalty;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Oskaloosa, Iowa that a public hearing should be conducted on Monday, December 3, 2012 at 6:00 p.m. in the City Council Chambers, City Hall, Oskaloosa, Iowa, as to the imposition of a statutory civil penalty against Walmart Store #1373 for a first offense sale of alcoholic beverages to a minor.

PASSED AND APPROVED the _____ day of _____, 2012.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: November 19, 2012

REQUESTED BY: David Dixon,
City Attorney

ITEM TITLE: CONSENT AGENDA – ITEM 3

Consider a resolution setting date for a public hearing on charges of selling alcoholic beverages to a minor against Casey's Store #2366.

EXPLANATION:

The City Council needs to schedule a public hearing regarding charges of selling alcoholic beverages to a minor against Casey's Store #2366. The charges are regarding a first violation of selling alcoholic beverages to a minor for Casey's Store #2366 located at 1809 9th Avenue East.

Staff recommends approval of the resolution scheduling a public hearing on December 3, 2012 at 6:00 p.m. in the Oskaloosa City Hall City Council Chambers to consider charges against Casey's Store #2366 for selling alcoholic beverages to minors.

BUDGET CONSIDERATION:

Revenue from fines.

ATTACHMENTS: Resolution

RESOLUTION NO. _____

**RESOLUTION SETTING DATE FOR PUBLIC HEARING ON CHARGES OF SELLING
ALCOHOL TO A MINOR AGAINST CASEY'S STORE #2366**

WHEREAS, the Oskaloosa City Police have issued a Citation to an employee of Casey's Store #2366 for the sale of alcoholic beverages to a minor; and

WHEREAS, the Clerk making the sale has entered a plea of guilty to the charge of selling alcoholic beverages to a minor in violation of the laws of the State of Iowa; and

WHEREAS, a public hearing before the Council should be scheduled to address the issue of the imposition of the statutory civil penalty;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Oskaloosa, Iowa that a public hearing should be conducted on Monday, December 3, 2012 at 6:00 p.m. in the City Council Chambers, City Hall, Oskaloosa, Iowa, as to the imposition of a statutory civil penalty against Casey's Store #2366 for a first offense sale of alcoholic beverages to a minor.

PASSED AND APPROVED the ____ day of _____, 2012.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: November 19, 2012

REQUESTED BY: David Dixon,
City Attorney

ITEM TITLE: CONSENT AGENDA – ITEM 4

Consider a resolution setting date for a public hearing on charges of selling alcoholic beverages to a minor against Kum & Go #1273.

EXPLANATION:

The City Council needs to schedule a public hearing regarding charges of selling alcoholic beverages to a minor against Kum & Go #1273. The charges are regarding a first violation of selling alcoholic beverages to a minor for Kum & Go #1273 located at 1201 North Market Street.

Staff recommends approval of the resolution scheduling a public hearing on December 3, 2012 at 6:00 p.m. in the Oskaloosa City Hall City Council Chambers to consider charges against Kum & Go #1273 for selling alcoholic beverages to minors.

BUDGET CONSIDERATION:

Revenue from fines.

ATTACHMENTS: Resolution

RESOLUTION NO. _____

**RESOLUTION SETTING DATE FOR PUBLIC HEARING ON CHARGES OF SELLING
ALCOHOL TO A MINOR AGAINST KUM & GO #1273**

WHEREAS, the Oskaloosa City Police have issued a Citation to an employee of Kum & Go #1273 for the sale of alcoholic beverages to a minor; and

WHEREAS, the Clerk making the sale has entered a plea of guilty to the charge of selling alcoholic beverages to a minor in violation of the laws of the State of Iowa; and

WHEREAS, a public hearing before the Council should be scheduled to address the issue of the imposition of the statutory civil penalty;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Oskaloosa, Iowa that a public hearing should be conducted on Monday, December 3, 2012 at 6:00 p.m. in the City Council Chambers, City Hall, Oskaloosa, Iowa, as to the imposition of a statutory civil penalty against Kum & Go #1273 for a first offense sale of alcoholic beverages to a minor.

PASSED AND APPROVED the ____ day of _____, 2012.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: November 19, 2012

REQUESTED BY: Planning & Zoning
Commission

ITEM TITLE: CONSENT AGENDA – ITEM 5

Consider an ordinance to vacate and sell 60' X 16.5' of the east-west alley adjacent to 503 North H Street – 2nd reading.

EXPLANATION:

Diane DeHeus, owner of 503 North H Street, has requested that the portion of the east-west alley adjacent to her property be vacated. This alley contains Century Link utility infrastructure. Easement rights will need to be retained for access to the above-mentioned utility.

The city conducted a survey of households with direct access to the east-west alley. Among the residents that responded, 83% were fine with the proposed alley vacation and 17% opposed the alley vacation. The property owner at 515 North H Street, who did not want the alley vacated, did not state a reason. Staff finds that the alley vacate will not affect the property owner at 515 North H Street.

The Planning & Zoning Commission considered this item at their October 8, 2012 meeting and recommended by a vote of 5 to 0 that the City Council approve the alley vacation but retain utility access easement.

Recommended Action: Approve the second reading of the ordinance.

BUDGET CONSIDERATION: \$100.00 application fee and \$495.00 (60' X 16.5' X \$0.50/Sq.Ft.) of revenue to the General Fund as outlined on a price per square foot amount in the Oskaloosa Municipal Code.

ATTACHMENTS:

Ordinance, Location Map, Pictures of Alley, Alley Vacate Application and Responses from adjacent owners and utility companies.

BUDGET CONSIDERATION: \$100.00 application fee and \$495.00 (60' X 16.5' X \$0.50/Sq.Ft.) of revenue to the General Fund as outlined on a price per square foot amount in the Oskaloosa Municipal Code.

ATTACHMENTS:

Ordinance, Location Map, Pictures of Alley, Alley Vacate Application and Responses from adjacent owners and utility companies.

ORDINANCE NO. _____

AN ORDINANCE VACATING THE EAST-WEST ALLEY ADJACENT TO 503 NORTH H STREET,
AND THE SALE OF SAID PUBLIC ALLEY RIGHT-OF-WAY.

BE IT ENACTED by the City Council of the City of Oskaloosa, Iowa:

SECTION 1. PURPOSE. The purpose of this ordinance is to vacate the east-west public alley right-of-way that lies adjacent to 503 North H Street and is legally described as follows:

The 60.0' X 16.5' section of the east-west alley lying between Lot 8 and Lot 1 of Block 5 of Daily and Searles' Addition in the City of Oskaloosa, Mahaska County, Iowa.

SECTION 2. EASEMENT RESERVATION. This ordinance is adopted subject to the retention of easement rights for utilities, all municipal and other governmental services for ingress-egress to the same.

SECTION 3. REPEALER. All other ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication by law.

Passed by the Council _____ day of _____, 2012, and approved this _____ day of _____, 2012.

David Krutzfeldt , Mayor

ATTEST: _____
Amy Miller, City Clerk

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, 2012.

Signed _____



503 N H St East-West Alley looking west



503 N H St East-West Alley looking east

ALLEY VACATION REQUEST
City of Oskaloosa, Iowa

Policy for sale of alleys:

Policy Adopted: 2/18/2003

1. The property owner requesting the vacation of the alley will pay the \$100.00 application fee and the purchase price of one-half of the alley at the time of the request. If the alley vacation and sale is not approved, the amount of the purchase will be refunded. Other property owners adjacent to the alley that wish to purchase their half will have 30 days after the third reading of the ordinance to purchase their portion. After the 30 days it could be sold to other adjoining property owners.
2. Alleys sold within a residentially zoned area will be sold at the residential rate (\$.50/SF), and alleys located in commercially or industrially zoned areas will be sold at commercial rates (\$1.00/SF).

Date of Request: 9-10-12

Property Owner Name: Diane L. De Heus

Address: 503 North "H" Street

OSKALOOSA, IA 52577

Phone: 641-673-4631

Description of alley requested for vacation: East-west (north of my garage)
Weeds - ~~trees~~ no tree

but the owner on the other side doesn't take care of the tree's - they are on my house + fence.

Reason for requesting alley vacation: No one drives through, I've put rock (white) on part of it to use for parking during the summer months.

(I did ask the city if it was OK to put rock down (road rock)?

Signature Diane L. DeHeus

OFFICE USE:

Application Fee Paid _____

Amount Paid For 1/2 of Alley: \$ _____ (16.5 x 100 x \$.50/SF) x .50

\$247.50

Vacation Approved _____ Denied _____ Refund Payment _____

ALLEY VACATION RESPONSES:

East-West Alley Adjacent to 503 North H Street

ADDRESS:	NAME:	RESPONSE:	COMMENTS:
503 North H Street	Diane De Haus	Yes, wants alley vacated	
907 D Avenue West	Tina Lourens	Yes, wants alley vacated	
909 D Avenue West	Ella Ward	Yes, wants alley vacated	
502 North I Street	Michael Cochran	No response	
504 North I Street	Craig & Zack Johnson	Yes, wants alley vacated	Would be nice if the property to the north of the alley was cleaned up
510 & 516 North I Street, & 912 E Avenue West	Robert & Junko West	Yes, wants alley vacated	
515 North H Street	Millard Lathrop	No, does not want alley vacated	
509 North H Street	Harriet Haines RE: Clifford & Mildred Haines	No response	

UTILITY COMPANY RESPONSES:

MCG	No Major Utilities
WATER DEPT.	No Major Utilities
CENTURY LINK	Yes, Has Utilities
MIDAMERICAN ENERGY	No Major Utilities



CITY COUNCIL COMMUNICATION

MEETING DATE: November 19, 2012

REQUESTED BY: Michael Schrock,
City Manager

ITEM TITLE: MAYOR AND COUNCIL APPOINTMENTS

Consider appointment of individuals to the Mahaska County Solid Waste Management Commission and two individuals to the Ad Hoc Recycling Committee.

EXPLANATION:

Aaron Ver Steeg, Janet VanDerBeek, and Wayne Hook are interested in being reappointed to the Mahaska County Solid Waste Management Commission, and Aaron Ver Steeg and Wayne Hook are willing to be accept reappointment to the Ad Hoc Recycling Committee. Alven Meppelink has submitted an application for appointment. The city can have five representatives on the board. Terms are for one year. Currently two males and one female serve on the Mahaska County Solid Waste Management Commission with two vacancies. Appointments to the commission are made by the City Council and must be sent to the Mahaska County Solid Waste Management Commission by November 30, 2012. The positions have been advertised for three months to meet the gender balance requirement.

Recommended Action: Appoint Aaron Ver Steeg, Janet VanDerBeek, Wayne Hook and Alven Meppelink to the Mahaska County Solid Waste Management Commission and reappoint Aaron Ver Steeg and Wayne Hook to the Ad Hoc Recycling Committee to terms that end December 31, 2013.

BUDGET CONSIDERATION

Not applicable.

ATTACHMENTS: Applications from Aaron Ver Steeg, Janet VanDerBeek, Wayne Hook and Alven Meppelink.

CITY OF OSKALOOSA

BOARD & COMMISSION APPLICATION

NAME: Aaron Van Stoez DATE: 9.11.11

ADDRESS: 412 N C ST Oskaloosa, IA

PHONE NO. (Day) 641-672-2132 (Evening) 641-660-0485

BOARD OR COMMISSION APPLYING FOR: Solid Waste - Mahaska Landfill

REQUEST TO FOREGO INTERVIEW PROCESS? Yes, No

WHY INTERESTED: Been there for several years

EXPERIENCE BENEFICIAL TO BOARD OR COMMISSION: past history

OTHER CIVIC EXPERIENCE: City Council, Agency and Agency Board
Mahaska Emergency Mgt Board, Safety Comm -
Finance, + more -

PLEASE RETURN TO THE CITY CLERK'S OFFICE

CITY OF OSKALOOSA

BOARD & COMMISSION APPLICATION

NAME: Janet VanDerBeek DATE: 9/7/11

ADDRESS: 603 N. 11th Oskaloosa

PHONE NO. (Day) 641-660-1062 (Evening) Same

BOARD OR COMMISSION APPLYING FOR: Mahaska Co. Solid Waste

REQUEST TO FOREGO INTERVIEW PROCESS? Yes, No

WHY INTERESTED: Conservation and preserving
of natural resources is a passion
for my family + this is one way to
serve my community while focusing on
this area.

EXPERIENCE BENEFICIAL TO BOARD OR COMMISSION: I am currently
-serving on this commission.

OTHER CIVIC EXPERIENCE: Former park board and
city council member.

PLEASE RETURN TO THE CITY CLERK'S OFFICE

CITY OF OSKALOOSA

BOARD & COMMISSION APPLICATION

NAME: Wayne E. Hook DATE: 9-29-12

ADDRESS: 205 FAIRVIEW DR, OSKALOOSA

PHONE NO. (Day) 641-660-3626 (Evening) 673-7544

BOARD OR COMMISSION APPLYING FOR: MAHASKA Solid Waste Comm.

REQUEST TO FOREGO INTERVIEW PROCESS? Yes, No

WHY INTERESTED: CONTINUANCE

EXPERIENCE BENEFICIAL TO BOARD OR COMMISSION: _____

Served same board many years.

OTHER CIVIC EXPERIENCE: _____

City Council, Board of Adjustment & Etc.

PLEASE RETURN TO THE CITY CLERK'S OFFICE

CITY OF OSKALOOSA

BOARD & COMMISSION APPLICATION

NAME: Alven Meppelink DATE: _____

ADDRESS: 1007 Mabel St Oskaloosa

PHONE NO. (Day) 641-668-6161 (Evening) 673-5448

BOARD OR COMMISSION APPLYING FOR: Land Fill

REQUEST TO FOREGO INTERVIEW PROCESS? Yes, No

WHY INTERESTED: I have large interest in
in recycling and conserving our
natural resources.

EXPERIENCE BENEFICIAL TO BOARD OR COMMISSION: _____

OTHER CIVIC EXPERIENCE: Past President of Oskaloosa Lions
Club and Oskaloosa Little League

PLEASE RETURN TO THE CITY CLERK'S OFFICE



CITY COUNCIL COMMUNICATION

MEETING DATE: November 19, 2012

REQUESTED BY: Planning & Zoning
Commission

ITEM TITLE:

Consider an ordinance to vacate and sell 93.0' X 16' of the north-south public alley adjacent to 907 South 7th Street and 909 South 7th Street (3rd reading); and approve the resolution approving the deed and authorizing the sale of the alley.

EXPLANATION:

Oskaloosa Food Products Corp., owner of two parcels along South 6th Street, has requested to vacate 93 feet X 16 feet of the north-south alley adjacent to 907 South 7th Street and 909 South 7th Street. This alley contains Century Link, Mahaska Communication Group, and Mid-American Energy utility infrastructure. Easement rights will need to be retained for access to the above-mentioned utilities.

The city conducted a survey of households with direct access to the north-south alley. Among the residents that responded, 60% were fine with the alley vacate, 20% did not want the alley vacated, and 20% were fine with alley vacate but needed driveway access to their backyard. The property owners at 905 South 7th Street and 904 South 6th Street indicated that they cannot access their backyards if the alley is vacated. Both of the property owners have access to their front yards from a public street.

The Planning & Zoning Commission considered this item at their September 10, 2012 meeting and recommended by a vote of 5 to 0 that the City Council approve the alley vacation but retain utility access easement and vehicular access easement to 905 South 7th Street and 904 South 6th Street. Staff recommends approval of the alley vacation but retain only the utility access easement.

The City Council held a public hearing on October 1, 2012 where "50.5' X 16' of the north-south public alley adjacent to 702 8th Avenue East" and "93.0' X 16' of the north-south public alley adjacent to 907 South 7th Street and 909 South 7th Street" were presented as a combined item. Staff presented these requests to be considered as separate items at the October 15, 2012 city council meeting.

BUDGET CONSIDERATION: \$100.00 as application fees and \$744.00 (93.0'X16.0'X\$0.50/Sq.Ft.) of revenue to the General Fund as outlined on a price per square foot amount in the Oskaloosa Municipal Code.

Recommended Action:

Approve the third reading of the ordinance to vacate said alley; approve resolution deeding alley.

ATTACHMENTS:

Ordinance, Resolution, Location Map, Pictures of Alley, Alley Vacate Application and Responses from adjacent owners and utility companies.

ORDINANCE NO. _____

AN ORDINANCE VACATING THE NORTH-SOUTH PUBLIC ALLEY ADJACENT TO 907 SOUTH 7TH STREET AND 909 SOUTH 7TH STREET, AND THE SALE OF SAID PUBLIC ALLEY RIGHT-OF-WAY.

BE IT ENACTED by the City Council of the City of Oskaloosa, Iowa:

SECTION 1. PURPOSE. The purpose of this ordinance is to vacate the north-south public alley right-of-way that lies adjacent to 907 South 7th Street and 907 South 7th Street and is legally described as follows:

The 93.0'x16.0' section of the north-south alley lying between Lot 157, Lot 158, Lot 159 and Lot 160 of Block T of O'Neill's Addition in the City of Oskaloosa, Mahaska County, Iowa.

SECTION 2. EASEMENT RESERVATION. This ordinance is adopted subject to the retention of easement rights for utilities, all municipal and other governmental services for ingress-egress to the same.

SECTION 3. REPEALER. All other ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication by law.

Passed by the Council _____ day of _____, 2012, and approved this _____ day of _____, 2012.

David Krutzfeldt , Mayor

ATTEST: _____
Amy Miller, City Clerk

I certify that the foregoing was published as Ordinance No. _____ on the
____ day of _____, 2012.

Signed _____

RESOLUTION NO. _____

RESOLUTION APPROVING THE DEED AND AUTHORIZING THE SALE OF THE NORTH-SOUTH PUBLIC ALLEY ADJACENT TO 907 SOUTH 7TH STREET AND 909 SOUTH 7TH STREET AND FOR THE SALE OF SAID PUBLIC ALLEY RIGHT-OF-WAY.

WHEREAS, the City of Oskaloosa has deemed it advisable to consider the vacation and sale of the north-south public alley right-of-way that lies adjacent to 907 South 7th Street and 909 South 7th Street and is legally described as follows:

The 93.0'x16.0' section of the north-south alley lying between Lot 157, Lot 158, Lot 159 and Lot 160 of Block T of O'Neill's Addition in the City of Oskaloosa, Mahaska County, Iowa.

WHEREAS, The Oskaloosa City Council has vacated the alley described above, subject to the retention of easement rights for utilities and ingress-egress to the same and has held a public hearing on the proposed sale of the above-described alley to the adjoining property owners.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the city of Oskaloosa, Iowa that David Krutzfeldt, Mayor, be and he is hereby authorized and directed to execute a Quit Claim Deed on behalf of the City of Oskaloosa, Iowa conveying the above described real property to adjoining property owners and the Mayor and City staff are further authorized to take necessary action to accomplish said conveyance.

BE IT FURTHER RESOLVED by the City Council of the City of Oskaloosa, Iowa that the said Quit Claim Deed be and is hereby approved and the city clerk is hereafter authorized to deliver said deed after execution to adjoining property owners at a price of \$0.50 per square foot plus publication and application costs applicable thereto.

PASSED AND APPROVED by the City Council of the City of Oskaloosa, Iowa on the _____ day of _____, 2012.

David Krutzfeldt , Mayor

ATTEST:

Amy Miller, City Clerk

Alley Vacation Request for Parcels Numbered 1119157003 and 1119157004



Proposed Alley Vacation

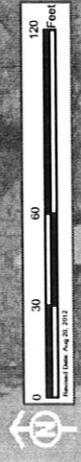
8th Ave E

S 7th St

S 6th St

Parcel ID #: 1119157003

Parcel ID #: 1119157004



801

701

815

806

901

702

901

802

903

904

905

804

907

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907

807

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909

910

809

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915



Alley adjacent to 907&909 South 7th Street (looking North)



904 South 6th St looking east from South 6th St (above) and looking west from alley (below)





905 South 7th St looking east from alley (above) and looking west from South 7th St (below)



ALLEY VACATION REQUEST
City of Oskaloosa, Iowa

Policy for sale of alleys:

Policy Adopted: 2/18/2003

1. The property owner requesting the vacation of the alley will pay the \$100.00 application fee and the purchase price of one-half of the alley at the time of the request. If the alley vacation and sale is not approved, the amount of the purchase will be refunded. Other property owners adjacent to the alley that wish to purchase their half will have 30 days after the third reading of the ordinance to purchase their portion. After the 30 days it could be sold to other adjoining property owners.
2. Alleys sold within a residentially zoned area will be sold at the residential rate (\$.50/SF), and alleys located in commercially or industrially zoned areas will be sold at commercial rates (\$1.00/SF).

Date of Request: AUGUST 24, 2012

Property Owner Name: OSKALOOSA FOOD PRODUCTS CORP

Address: 543 9TH AVE EAST
OSKALOOSA, IOWA 52577

Phone: 641-673-3486

Description of alley requested for vacation: Parcel # 111957004
111957003

Reason for requesting alley vacation: _____

NOTICE ISSUED ON 8-22-2012 FROM CITY OF OSKALOOSA

REQUEST TO VACATE ALLEY @ 702 8TH AVE, EAST. SINCE PART

OF ALLEY IS BEING VACATED MIGHT AS WELL VACATE ALL OF ALLEY.

Signature OSKALOOSA FOOD PRODUCTS CORP
By Blaine J. De Zitter

OFFICE USE:

Application Fee Paid \$100

Amount Paid For 1/2 of Alley: \$ ~~372.00~~ 372.00 $(110 \times (42.5 + 50.5) \times \$0.5)$ /SF) = 744

Vacation Approved _____ Denied _____ Refund Payment _____

ALLEY VACATION RESPONSES: North/South Alley between South 6th Street and South 7th Street beginning at 8th Avenue East and traveling South

ADDRESS	NAME	RESPONSE	COMMENTS
702 8th Avenue East	Robert & Cynthia Martin	Yes, interested in purchase	
901 South 7th Street	Harry Dewitt Jr.	No response	
907 South 7th Street	Ritchie Hart	No response	
909 South 7th Street	Robert & Jessica Walker	Yes, interested in purchase	
416 C Avenue East	Dave & Carol Polkowski	No response	We will be willing to buy all that other interested parties might not want
543/545/547 9th Avenue East	Oskaloosa Food Products Corp	Yes, interested in purchase	
904 South 6th Street	George & Arlene Hassett	Yes, but requires access to backyard	Require access to the backyard
915 South 7th Street	Todd & Staci Eckles	No response	
905 South 7th Street	Bill & Jo Sytsma	No, do not want the alley vacated	We would not have access to our back yard

UTILITY COMPANY RESPONSES

	RESPONSE
MCG	Aerial fiber cable and buried fiber cable would need a utility easement agreement
WATER DEPT.	No major infrastructure
QWEST COMMUNICATIONS	Yes, major infrastructure, would need a utility easement agreement
MIDAMERICAN ENERGY	Yes, major infrastructure, would need a utility easement agreement

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: November 19, 2012

REQUESTED BY: CITY COUNCIL

ITEM TITLE:

Consider an ordinance amending Chapter 2.04; Section 2.04.100 General meetings of the City Code of the City of Oskaloosa, Iowa to change the start time of regularly-scheduled City Council meetings from 6:30 p.m. to 6:00 p.m. – 3rd reading.

EXPLANATION:

Currently Chapter 2.04; Section 2.04.100 General meetings of the City's Municipal Code prescribes meetings of the City Council shall occur at 6:30 p.m. at City Hall. Staff has heard a change to the meeting start time could be an item of interest to some of the City Council. At the October 1, 2012 council meeting this item was discussed and the general consensus from the group was to bring the item back at the next regularly-scheduled meeting.

The following is the recommended changes to the City's Municipal Code, Chapter 2.04; Section 2.04.100 General meetings.

2.04.100 General meetings. The regular meetings of the council shall be on the first and third Mondays of each month at six-thirty p.m. in the council chambers at City Hall. If such day shall fall on a legal holiday the meeting shall be held on the next succeeding day at the same time unless a different day or time is determined by the council.

BUDGET CONSIDERATION:

No additional costs anticipated with a change in meeting time beyond code revisions and publishing notice in the local paper.

ATTACHMENTS:

Ordinance.

ORDINANCE NO. ____

AN ORDINANCE AMENDING SECTION 2.04.100 GENERAL MEETINGS OF THE CITY CODE OF THE CITY OF OSKALOOSA, IOWA

Be it enacted by the City Council of the City of Oskaloosa, Iowa:

SECTION 1: Section 2.04.100 of the City Code of the City of Oskaloosa is hereby amended as follows:

2.04.100 General meetings. The regular meetings of the council shall be on the first and third Mondays of each month at six~~thirty~~ p.m. in the council chambers at City Hall. If such day shall fall on a legal holiday the meeting shall be held on the next succeeding day at the same time unless a different day or time is determined by the council.

SECTION 2: REPEALER. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3: SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of this ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 4: WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed and approved by this Council on the ____ day of _____, 2012.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk

I certify that the foregoing was published as Ordinance No. ____ on the ____ day of _____, 2012.

Amy Miller, City Clerk

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: November 19, 2012

REQUESTED BY: Planning & Zoning
Commission

ITEM TITLE:

Consider a request to approve the revised site plan application for "William Penn University Student Housing Plan".

EXPLANATION:

Bob Nielsen, on behalf of William Penn University, is requesting approval of the revised Student Housing Site Plan to allow for internal circulation of both vehicular and pedestrian traffic. The applicant previously received site plan approval from the City Council at the November 21, 2011 city council meeting. The major changes in the revised site plan are:

1. To create a connection between the existing and proposed dormitory buildings that will allow for internal circulation of vehicular traffic. As a result, the planned driveway grade would have been too steep at the existing location.
2. To remove the previously approved sidewalk proposal on Market Street frontage and install continuous sidewalks within the site to direct the pedestrian traffic either to the pedestrian bridge on the southwest corner of proposed site or to the existing sidewalk on the northwest corner of the proposed site. This part of the plan also indicates installation of 6 foot tall fences along Market Street in order to discourage jay-walking.
3. To relocate the driveway approach on Market Street is a minor change, and is approved by the Iowa DOT.

The Planning and Zoning Commission considered this item at their meeting on November 13, 2012, and recommended by a vote of five to zero (5-0) to approve the revised site plan.

BUDGET CONSIDERATION:

Revenue of \$50.00 for revised site plan application fee.

ATTACHMENTS:

Revised site plan and approved site plan, application.

WILLIAM PENN UNIVERSITY STUDENT HOUSING PLAN

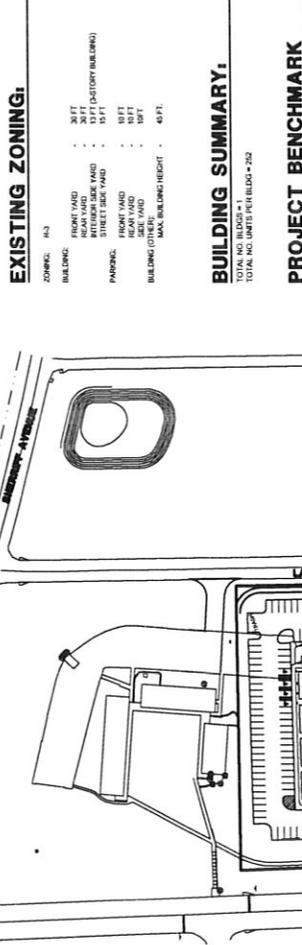
Oskaloosa, Iowa

APPLICANT:
GARDEN DEVELOPMENT
100 EAST 1ST STREET, SUITE 103
BETTERCOURT, IA 52222

DEVELOPMENT SUMMARY:

GROSS LAND AREA: 166,656 S.F. (3.8 A.C.)
 GROSS IMPROVED AREA: 81,914 S.F. (1.87 A.C.)
 PAVED AREA: 2,000 S.F.
 TOTAL: 158,392 S.F. (3.62 A.C.)
 PROVIDED: GROSS OPEN SPACE: 87,219 S.F. (1.97 A.C.)
 PARKING: 2,000 SPACES
 REQUIRED: 2,000 S.F. PER 4 BHK
 2,000 S.F. PER 4 BHK
 185 SPACES PER 113
 PROVIDED: 185 SPACES
 BENCHMARKED

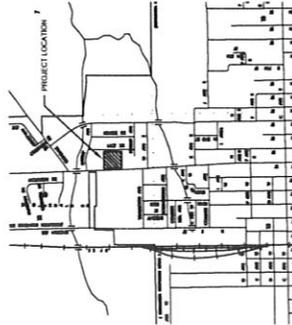
ALL CONSTRUCTION SHALL BE COMPLETED IN ACCORDANCE WITH THE STATEWIDE URBAN DESIGN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS AS ACCEPTED BY THE CITY OF OSKALOOSA AND THE OSKALOOSA SUPPLEMENTAL SPECIFICATIONS EXCEPT WHERE ALTERED OR AMENDED BY THESE PLANS.



EXISTING ZONING:
 ZONING: R-3
 BUILDING: 35 FT
 INTERIOR SIDE YARD: 3 FT
 STREET SIDE YARD: 5 FT (1-STORY BUILDING)
 PARKING: 185 FT
 BUILDING: 185 FT
 MAX. BUILDING HEIGHT: 45 FT.

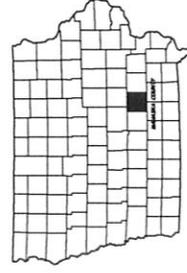
BUILDING SUMMARY:
 TOTAL NO. BLDGS = 1
 TOTAL NO. UNITS PER BLDG = 292

PROJECT BENCHMARK



VICINITY SKETCH
NO SCALE

IOWA ONE CALL
 1-800-292-8989
 www.iowacall.com



INDEX OF PLAN SHEETS

SHEET	DRAWING	COVER SHEET
1	CH-01	COVER SHEET
2	CH-02	LEGEND AND GENERAL NOTES
3	CH-03	GRADING AND DRAINAGE PLAN
4	CH-04	REMOVAL PLANS
5	SI-01	SITE PLAN
6	SI-02	PAVING PLAN
7	UT-01	UTILITY PLAN
8	UT-02	UTILITY PLAN
9-11	DE-01	DETAILS

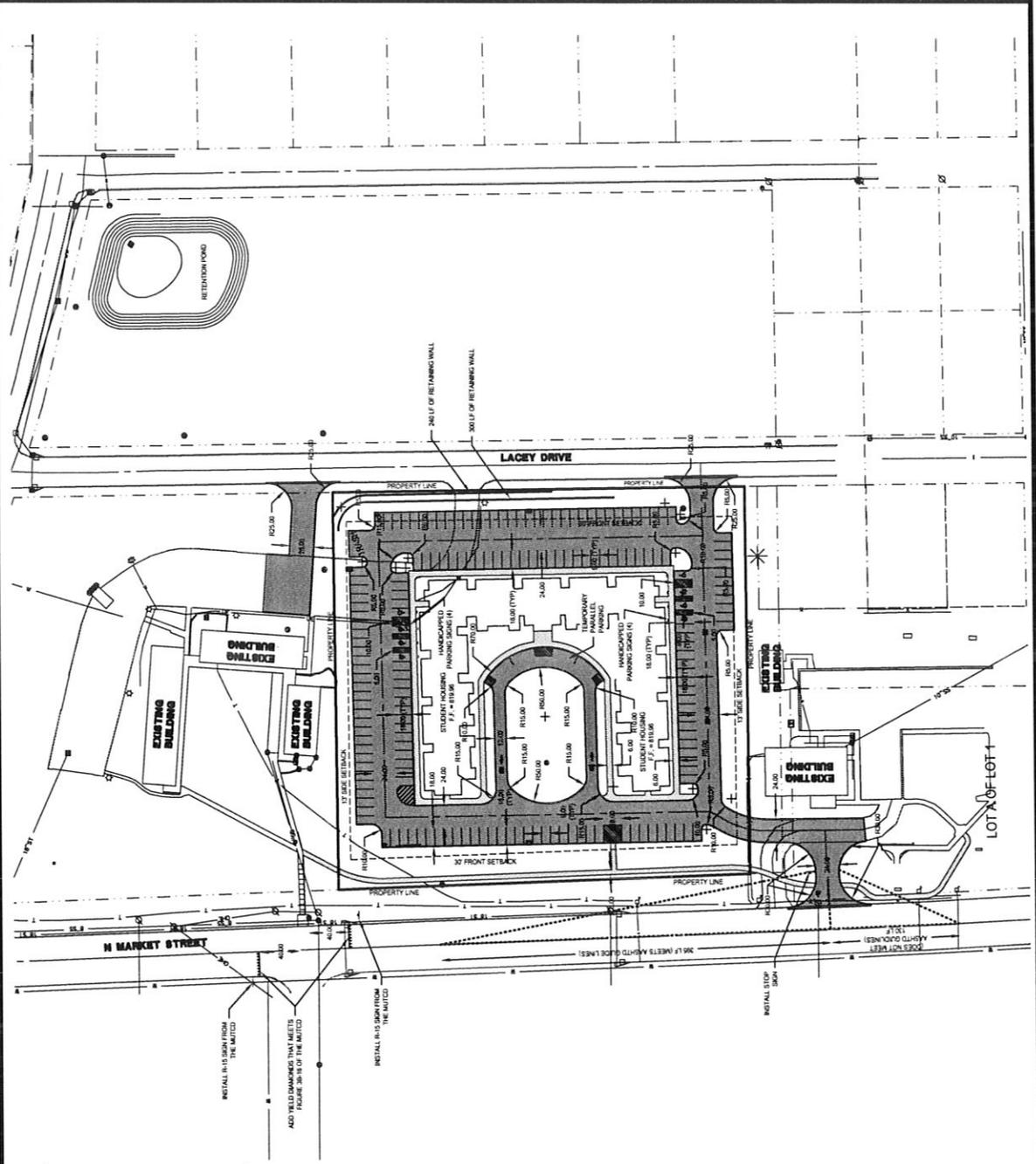
McCLURE ENGINEERING, P.C.
 Building Strong Communities
 8181 Richmond Court, Suite D
 Oskaloosa, IA 52577
 315.544.1277
 fax 315.544.2370

Professional Engineer Seal
 I HEREBY CERTIFY THAT THIS DOCUMENT IS THE PROPERTY OF THE ENGINEER AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE ENGINEER.
 REGISTERED PROFESSIONAL ENGINEER
 LICENSE NO. 112-116
 EXPIRES 12/31/2011
 C. Smith

William Penn University
 Student Housing Plan
 Oskaloosa, Iowa
 2/18/2011
 September 2011
 October 18, 2011

William Penn University
 Student Housing Plan
 Oskaloosa, Iowa
 2/18/2011
 September 2011
 October 18, 2011

SITE PLAN



DEVELOPMENT SUMMARY:

- LANDSCAPE AREA:**
• 188,668 S.F. (4.3 AC)
- GRASS INTERLOCK AREA:**
• 24,482 S.F. (0.55 AC)
• 24,482 S.F. (0.55 AC)
• 24,482 S.F. (0.55 AC)
• 24,482 S.F. (0.55 AC)
- PROVIDED:**
• 600 S.F. (0.01 AC) GRASS OPEN SPACE
• 600 S.F. (0.01 AC) GRASS OPEN SPACE
• 600 S.F. (0.01 AC) GRASS OPEN SPACE
• 600 S.F. (0.01 AC) GRASS OPEN SPACE
- HANDICAPPED:**
• 2 SPACES
• 2 SPACES
• 2 SPACES
• 2 SPACES
- PROVIDED:**
• 8 HANDICAPPED

NOTES

1. ALL DIMENSIONS AT FRONT OF BUILDING IS TO BE TO FACE AS SHOWN.
2. SITE LIGHTING IS TO BE PROVIDED BY BUILDING "WALKWAY" LIGHTS.

GRADING
PLAN



NORTH



William Penn University
Student Housing Plan
Oxbow Development

October 19, 2011

2210014

September 2011

October 19, 2011

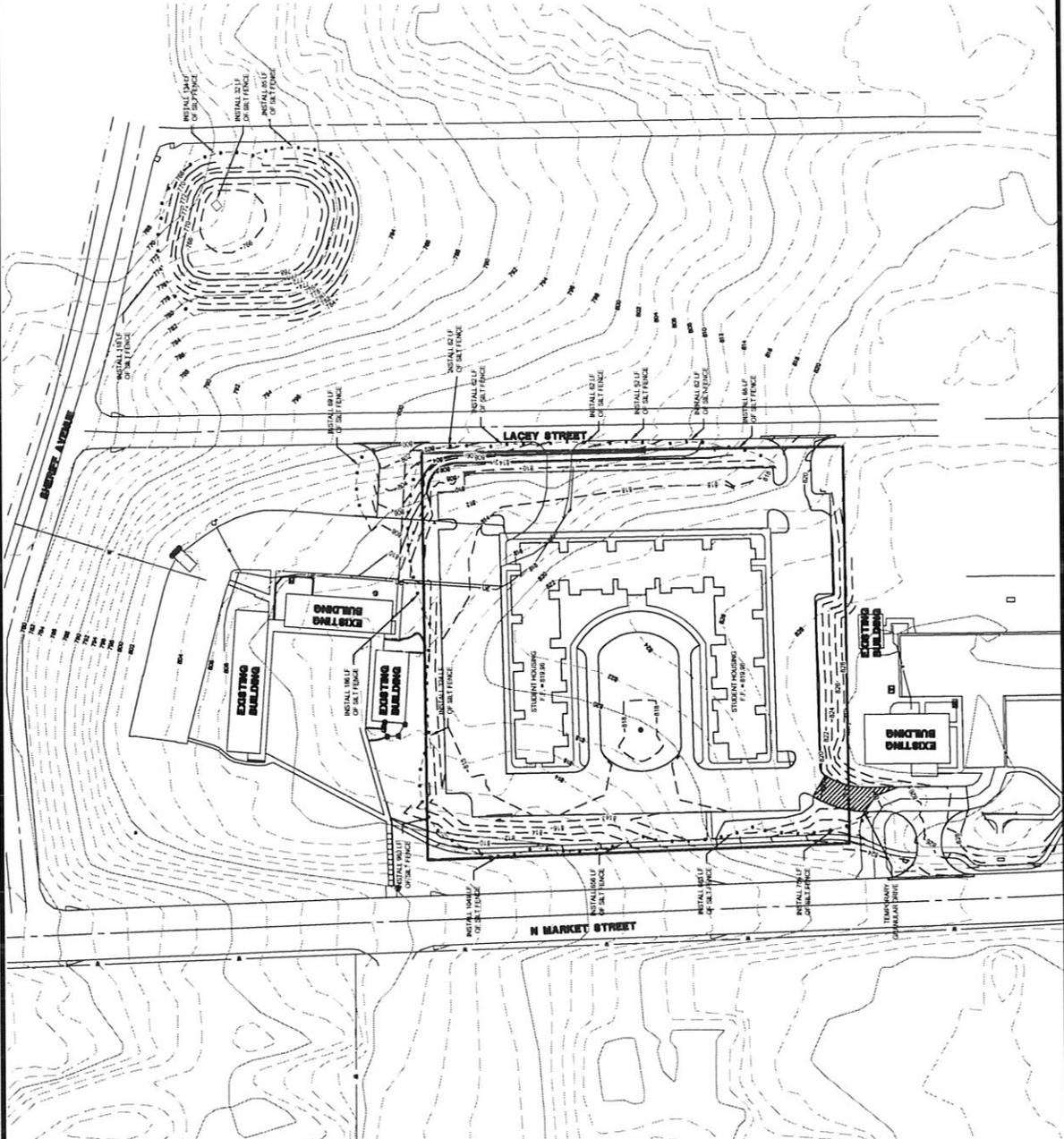
DESIGNED BY
C. Smith

CHECKED BY
R. Anderson

DATE PLOTTED
11-2-16

PROJECT NO.
GR-01

DATE
04 / 11



NOTES:
1. All dimensions are in feet and inches unless otherwise noted.
2. All elevations are in feet unless otherwise noted.
3. All areas shown are approximate and subject to change.
4. All areas shown are subject to the existing site conditions.
5. All areas shown are subject to the existing site conditions.
6. All areas shown are subject to the existing site conditions.

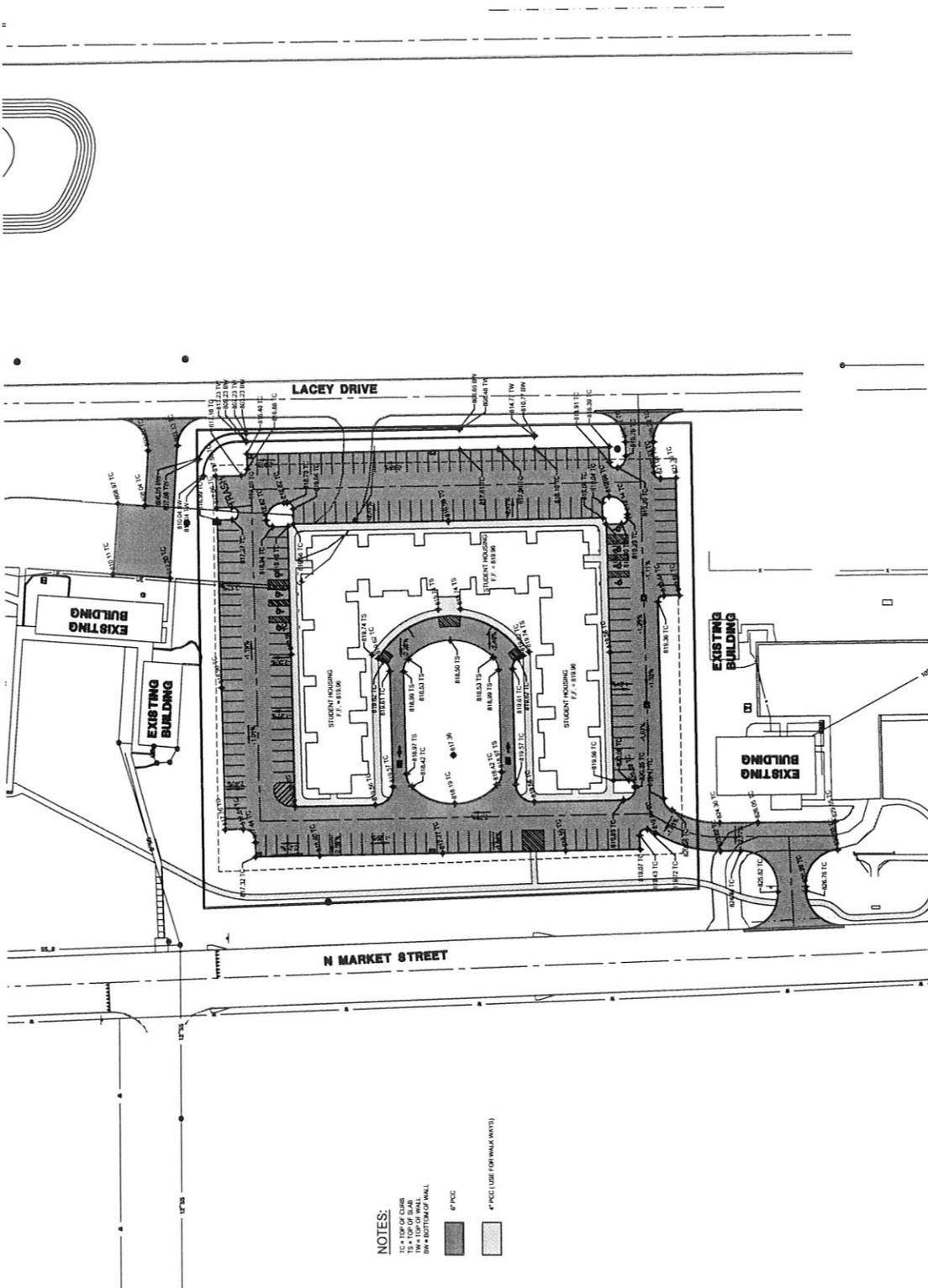


NORTH



William Penn University
Student Housing Plan
Onslow Development
October 19, 2011

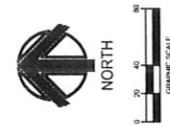
Prepared by:
C. Smith
Checked by:
R. Anderson
Date:
11-2-16
Project No.:
PA-06
Sheet No.:
07 / 11



NOTES:
TC = TOP OF CURB
TS = TOP OF SLAB
BM = BOTTOM OF WALL
4" PDC
4" PDC (USE FOR WALK WAYS)

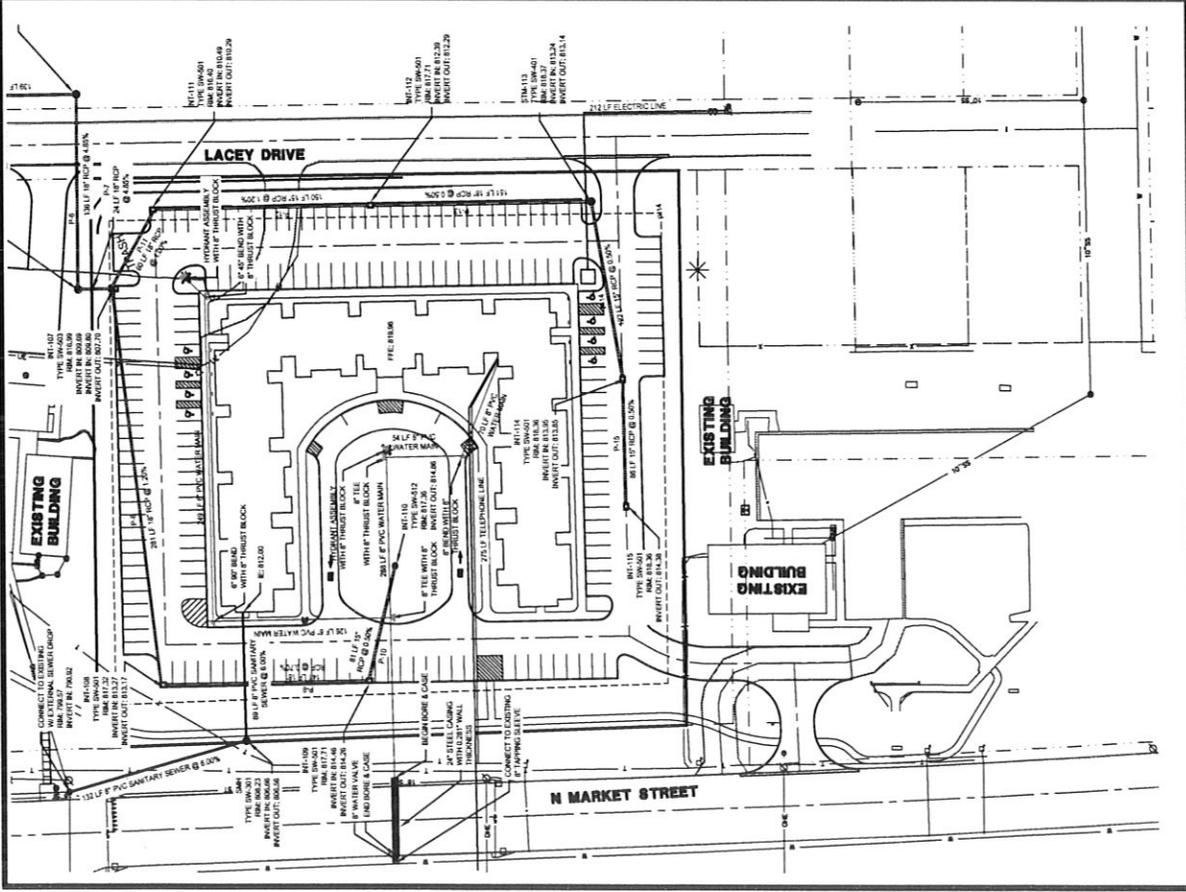
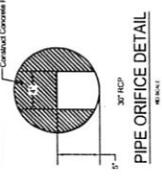
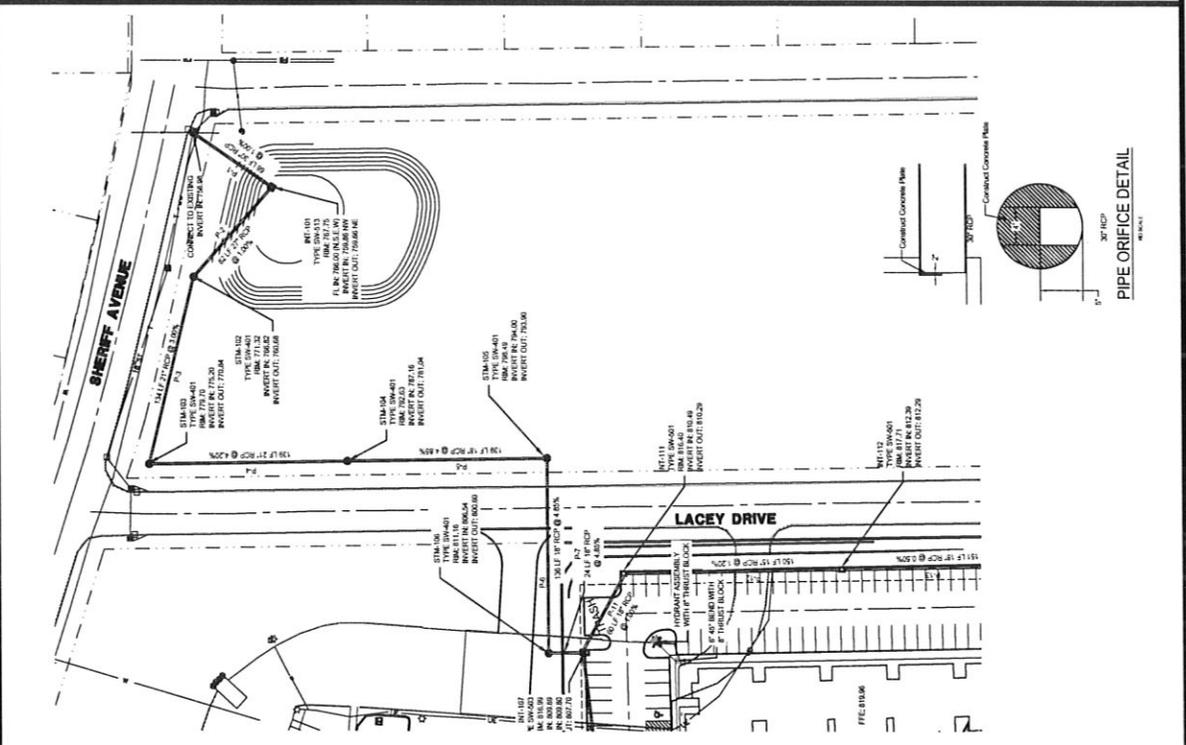
NOTES:
1. All utility lines shown on this plan are assumed to be in place unless otherwise noted.
2. All utility lines shown on this plan are assumed to be in place unless otherwise noted.
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4. All utility lines shown on this plan are assumed to be in place unless otherwise noted.
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6. All utility lines shown on this plan are assumed to be in place unless otherwise noted.
7. All utility lines shown on this plan are assumed to be in place unless otherwise noted.
8. All utility lines shown on this plan are assumed to be in place unless otherwise noted.
9. All utility lines shown on this plan are assumed to be in place unless otherwise noted.
10. All utility lines shown on this plan are assumed to be in place unless otherwise noted.

UTILITY PLAN



William Penn University
Student Housing Plan
Oshover Development
Columbus, Ohio
September 2011
October 19, 2011

Drawn by: R. Anderson
Checked by: C. Smith
Date: 11-22-16
Project No.: UT-01
Sheet No.: 08 / 11



NOTES:
1. ALL DIMENSIONS ARE IN FEET AND INCHES.
2. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
3. ALL DIMENSIONS ARE TO CENTERLINE UNLESS NOTED OTHERWISE.
4. ALL DIMENSIONS ARE TO CENTERLINE UNLESS NOTED OTHERWISE.
5. ALL DIMENSIONS ARE TO CENTERLINE UNLESS NOTED OTHERWISE.
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8. ALL DIMENSIONS ARE TO CENTERLINE UNLESS NOTED OTHERWISE.
9. ALL DIMENSIONS ARE TO CENTERLINE UNLESS NOTED OTHERWISE.
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Landscaping Plan



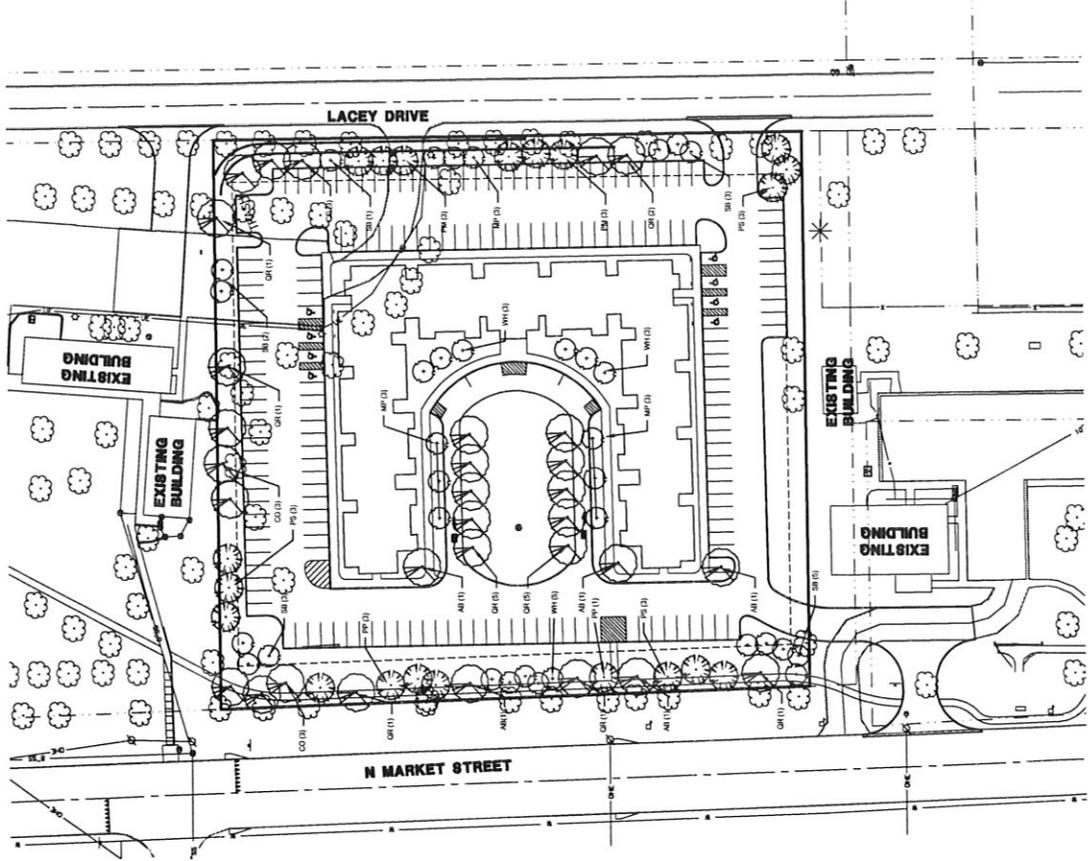
William Penn University
Student Housing Plan
Oakbow Development
Columbus, Ohio
September 2011
October 19, 2011

DESIGNED BY
C. Smith
CHECKED BY
C. Smith
DATE
11/2/10
DRAWING NO.
LA-01

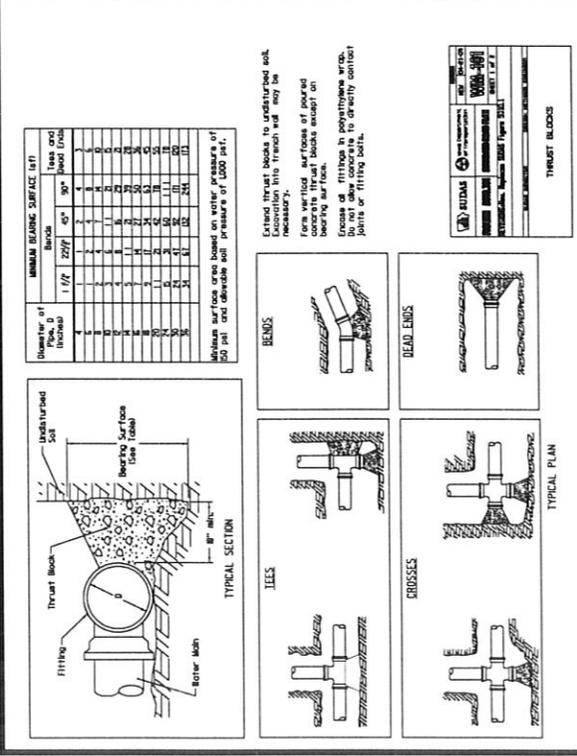
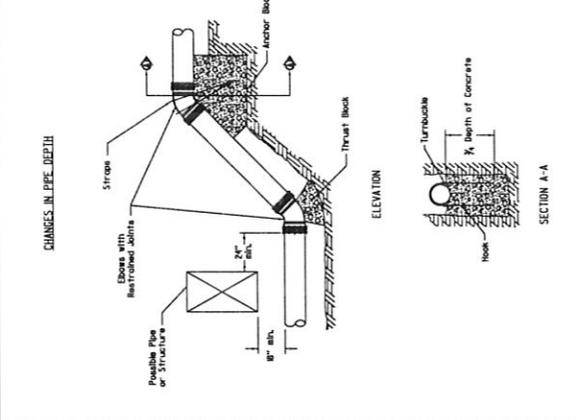
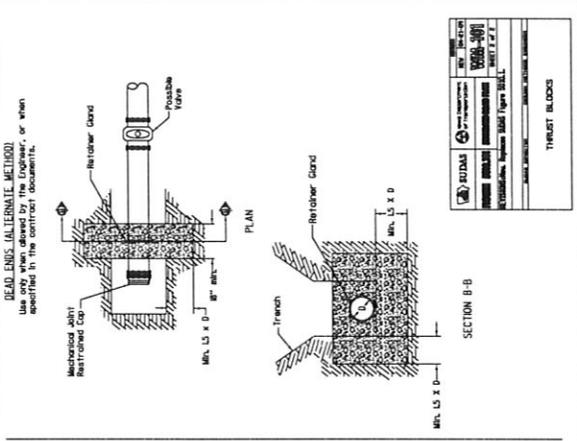
09 / 11

PLANT SCHEDULE
(WEST PROPERTY BOUNDARY BUFFER ZONE PLAT 2)

CODE	COMMON BOTANICAL NAME	HEIGHT	SPACING	REMARKS
01	AMERICAN BIRCH	15'-20'	10'	SPACING: 10' x 10' STRENGTH LEADER
02	AMERICAN BIRCH	15'-20'	10'	SPACING: 10' x 10' STRENGTH LEADER
03	AMERICAN BIRCH	15'-20'	10'	SPACING: 10' x 10' STRENGTH LEADER
04	AMERICAN BIRCH	15'-20'	10'	SPACING: 10' x 10' STRENGTH LEADER
05	AMERICAN BIRCH	15'-20'	10'	SPACING: 10' x 10' STRENGTH LEADER
06	AMERICAN BIRCH	15'-20'	10'	SPACING: 10' x 10' STRENGTH LEADER
07	AMERICAN BIRCH	15'-20'	10'	SPACING: 10' x 10' STRENGTH LEADER
08	AMERICAN BIRCH	15'-20'	10'	SPACING: 10' x 10' STRENGTH LEADER
09	AMERICAN BIRCH	15'-20'	10'	SPACING: 10' x 10' STRENGTH LEADER
10	AMERICAN BIRCH	15'-20'	10'	SPACING: 10' x 10' STRENGTH LEADER
11	AMERICAN BIRCH	15'-20'	10'	SPACING: 10' x 10' STRENGTH LEADER
12	AMERICAN BIRCH	15'-20'	10'	SPACING: 10' x 10' STRENGTH LEADER
13	AMERICAN BIRCH	15'-20'	10'	SPACING: 10' x 10' STRENGTH LEADER
14	AMERICAN BIRCH	15'-20'	10'	SPACING: 10' x 10' STRENGTH LEADER
15	AMERICAN BIRCH	15'-20'	10'	SPACING: 10' x 10' STRENGTH LEADER
16	AMERICAN BIRCH	15'-20'	10'	SPACING: 10' x 10' STRENGTH LEADER
17	AMERICAN BIRCH	15'-20'	10'	SPACING: 10' x 10' STRENGTH LEADER
18	AMERICAN BIRCH	15'-20'	10'	SPACING: 10' x 10' STRENGTH LEADER
19	AMERICAN BIRCH	15'-20'	10'	SPACING: 10' x 10' STRENGTH LEADER
20	AMERICAN BIRCH	15'-20'	10'	SPACING: 10' x 10' STRENGTH LEADER

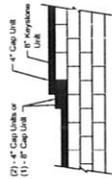


NOTES:
1. Thrust blocks shall be cast in place concrete.
2. Thrust blocks shall be cast in place concrete.
3. Thrust blocks shall be cast in place concrete.
4. Thrust blocks shall be cast in place concrete.
5. Thrust blocks shall be cast in place concrete.
6. Thrust blocks shall be cast in place concrete.
7. Thrust blocks shall be cast in place concrete.
8. Thrust blocks shall be cast in place concrete.
9. Thrust blocks shall be cast in place concrete.
10. Thrust blocks shall be cast in place concrete.



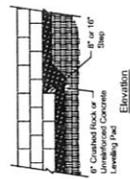
DETAILS

THIS DOCUMENT IS THE PROPERTY OF McCLURE ENGINEERING, P.C. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF McCLURE ENGINEERING, P.C.

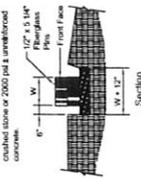


Note:
 1. Keyways on all cap units with keyways repeated or equal.

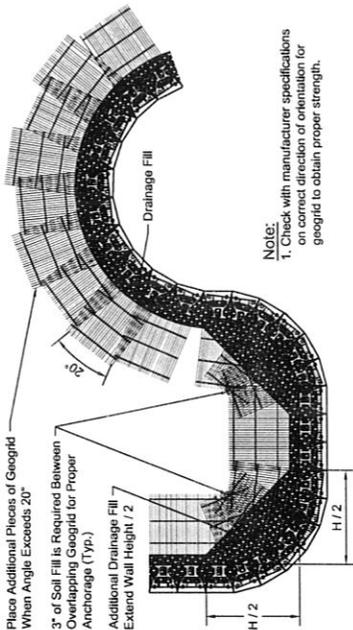
Top of Wall Slugs



Note:
 1. Leveling pads to be constructed of crushed stone at 2000 and unreinforced concrete.



Leveling Pad Detail



Note:
 1. Check with manufacturer specifications on correct direction of orientation for geogrid to obtain proper strength.

Geogrid Installation on Curves

Place Additional Pieces of Geogrid When Angle Exceeds 20°

3\"/>

Additional Drainage Fill / 2

Extend Wall Height / 2

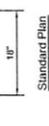
DETAILS



Standard Elevation



Standard Plan

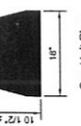


Standard Unit

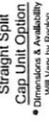
• Dimensions May Vary by Region



Cap Unit Elevation

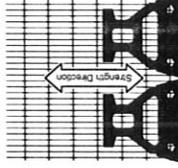


Cap Unit Plan



Straight Split Cap Unit Option

• Dimensions & Availability Will Vary by Region



Geogrid is to be Placed on Level Backfill and Extended Over the Fiberglass Pile. Place Next Unit on Top of Backfill.

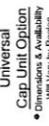
Grid & Pin Connection



Universal Cap Unit Option



Cap Unit Plan



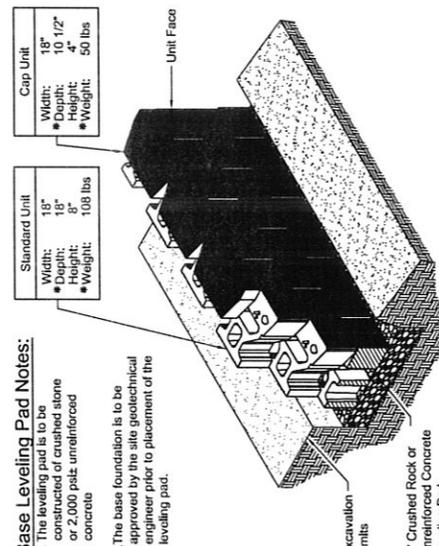
Cap Unit Option

• Dimensions & Availability Will Vary by Region

Base Leveling Pad Notes:

1. The leveling pad is to be constructed of crushed stone or 2,000 psi unreinforced concrete.

2. The base foundation is to be approved by the site geotechnical engineer prior to placement of the leveling pad.

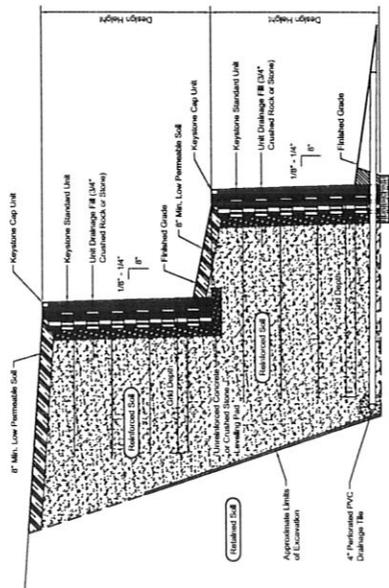


Cap Unit
 Width: 18"
 Depth: 10 1/2"
 Height: 4"
 Weight: 50 lbs

Standard Unit
 Width: 18"
 Depth: 18"
 Height: 8"
 Weight: 108 lbs

Standard Unit/Base Pad Isometric Section View

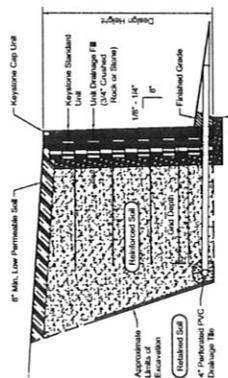
• Dimensions & Weight May Vary by Region



Typical Reinforced Tiered Wall Section

Standard Unit - Near Vertical Section

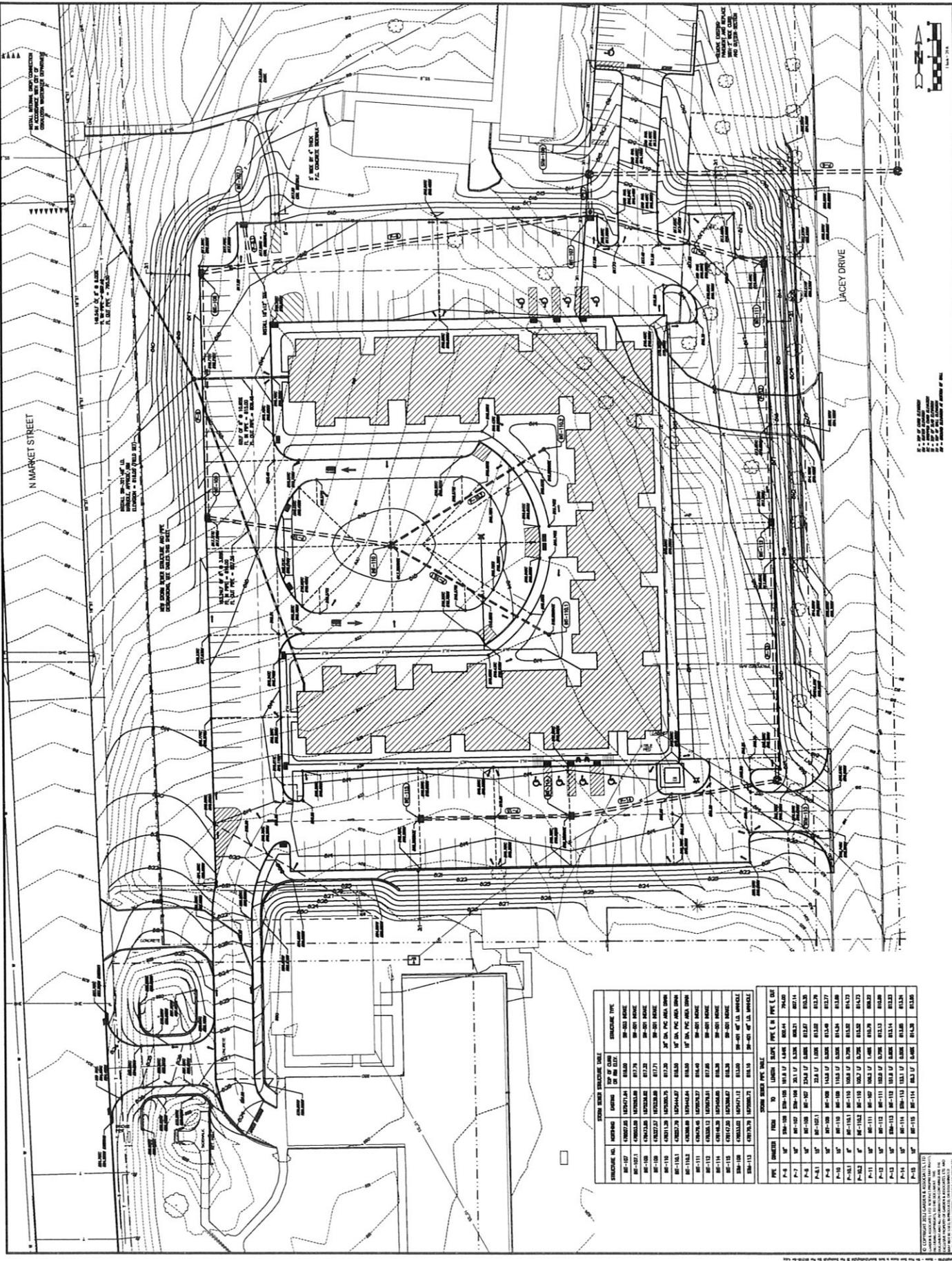
NOTE:
 When site conditions require, wrap drainage pipe in 3\"/>



Typical Reinforced Wall Section

Standard Unit - Near Vertical Section

NOTE:
 When site conditions require, wrap drainage pipe in 3\"/>



SEWER SYSTEM ELEVATION TABLE

SEWERAGE NO.	VERTICAL CURVE	STARTING ELEVATION OF TOP OF MANHOLE	ENDING ELEVATION OF TOP OF MANHOLE	SEWERAGE TYPE
SM-107	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-108	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-109	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-110	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-111	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-112	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-113	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-114	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-115	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-116	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-117	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-118	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-119	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-120	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-121	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-122	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-123	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-124	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-125	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-126	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-127	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-128	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-129	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-130	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-131	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-132	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-133	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-134	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-135	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-136	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-137	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-138	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-139	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-140	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-141	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-142	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-143	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-144	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-145	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-146	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-147	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-148	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-149	CONVEX	1027.14	1027.14	SM-400 BARGE
SM-150	CONVEX	1027.14	1027.14	SM-400 BARGE

SEWER SYSTEM ELEVATION TABLE

PIPE	STARTING ELEVATION	ENDING ELEVATION	PIPE SIZE	PIPE TYPE
P-1	1027.14	1027.14	12"	SM-400 BARGE
P-2	1027.14	1027.14	12"	SM-400 BARGE
P-3	1027.14	1027.14	12"	SM-400 BARGE
P-4	1027.14	1027.14	12"	SM-400 BARGE
P-5	1027.14	1027.14	12"	SM-400 BARGE
P-6	1027.14	1027.14	12"	SM-400 BARGE
P-7	1027.14	1027.14	12"	SM-400 BARGE
P-8	1027.14	1027.14	12"	SM-400 BARGE
P-9	1027.14	1027.14	12"	SM-400 BARGE
P-10	1027.14	1027.14	12"	SM-400 BARGE
P-11	1027.14	1027.14	12"	SM-400 BARGE
P-12	1027.14	1027.14	12"	SM-400 BARGE
P-13	1027.14	1027.14	12"	SM-400 BARGE
P-14	1027.14	1027.14	12"	SM-400 BARGE
P-15	1027.14	1027.14	12"	SM-400 BARGE
P-16	1027.14	1027.14	12"	SM-400 BARGE
P-17	1027.14	1027.14	12"	SM-400 BARGE
P-18	1027.14	1027.14	12"	SM-400 BARGE
P-19	1027.14	1027.14	12"	SM-400 BARGE
P-20	1027.14	1027.14	12"	SM-400 BARGE
P-21	1027.14	1027.14	12"	SM-400 BARGE
P-22	1027.14	1027.14	12"	SM-400 BARGE
P-23	1027.14	1027.14	12"	SM-400 BARGE
P-24	1027.14	1027.14	12"	SM-400 BARGE
P-25	1027.14	1027.14	12"	SM-400 BARGE
P-26	1027.14	1027.14	12"	SM-400 BARGE
P-27	1027.14	1027.14	12"	SM-400 BARGE
P-28	1027.14	1027.14	12"	SM-400 BARGE
P-29	1027.14	1027.14	12"	SM-400 BARGE
P-30	1027.14	1027.14	12"	SM-400 BARGE

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 THIS PLAN IS SUBJECT TO THE APPROVAL OF THE IOWA DEPARTMENT OF TRANSPORTATION AND PUBLIC SAFETY (DTPS) AND THE IOWA DEPARTMENT OF HEALTH (IDH) FOR THE PROPOSED SEWER AND STORM SEWER SYSTEMS.
 DATE: 08/15/2014

SITE PLAN APPLICATION
City of Oskaloosa
Public Works Department
804 South D Street
Oskaloosa, IA 52577
Phone number 641-673-7472

APPLICANT NAME: William Penn College 1806 North market

APPLICANT ADDRESS: 201 Trueblood Ave., Oskaloosa, IA 52577

PHONE NUMBER: (641) 673-1001

FAX NUMBER: (641) 673-1396

EMAIL ADDRESS: ottossonje@wmpenn.edu

OWNER NAME: same as applicant

ADDRESS OF PROPERTY: Highway 63 North (North Market)

LEGAL DESCRIPTION: Lot 3 of College Heights Plat 3 and Lot A of Lot 1 of The Subdivision of The SE 1/4 of The SE 1/4 of Section 12-75-16, City of Oskaloosa, Iowa

ZONING OF PROPERTY: R-3

CURRENT USE OF LAND: Institutional/Student Housing

INDICATE THE NATURE AND OPERATING CHARACTERISTICS FOR THE SITE PLAN CHANGE AND THE PROPOSED USE: This is a re-submittal of the original site plan for a proposed new student housing building.

NOTE: ANY GRAPHIC INFORMATION, INCLUDING SITE PLANS, ELEVATIONS, OTHER DRAWINGS, OR OTHER MATERIALS DETERMINED BY ZONING ADMINISTRATOR TO BE NECESSARY TO DESCRIBE THE PROPOSED USE TO THE PLANNING AND ZONING COMMISSION AND/OR THE CITY COUNCIL WILL BE INCLUDED WITH THIS APPLICATION. *PROVIDE 15 COPIES OF REQUESTED DOCUMENTS*

PLEASE SUBMIT THE ~~\$100.00~~ ^{\$50.00} APPLICATION FEE WITH THIS REQUEST.


SIGNATURE OF OWNER

DATE: 11/15/12

** PROPERTY OWNER LETTER OF APPROVAL FOR CHANGE IN SITE REQUIRED IF APPLICANT IS NOT OWNER **

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: November 19, 2012

REQUESTED BY: CITY MANAGER'S OFFICE

ITEM TITLE:

Consider a resolution authorizing Public Financial Management, Inc. to complete a shared services analysis between the Oskaloosa Municipal Water Department and the city of Oskaloosa.

EXPLANATION:

By the Oskaloosa Code of Ordinances and pursuant to an election held in 1922, the management and control of the municipally owned waterworks was placed in the hands of a board of trustees. The three-member board is appointed by the mayor for staggered six year terms. The general operations of the water utility are separate from the rest of Oskaloosa City government.

With improvements in technology and a greater understanding of opportunities for economies of scale and integration of information, shared services and similar approaches to merging duties and functions have grown in popularity at all levels of government. In many instances, local governments have been able to reduce costs and/or improve operations through these approaches. As local budgets continue to be squeezed by stagnant revenue growth and declines in state funding, it makes sense to carefully consider all options and opportunities for service delivery.

To support these efforts, PFM proposes to undertake a study of the current operations of the Oskaloosa municipally owned water utility. This study would include a review of current operations costs and metrics, benchmarking of similar systems and review of best practices. PFM would then provide a written report identifying any potential for cost savings and/or efficiencies through changes in current operations. PFM would also share the results of its study and report with appropriate internal and external stakeholders.

BUDGET CONSIDERATION:

This item is not specifically included in the FY2013 budget, however the city council authorized up to \$100,000 to complete various planning and strategic planning processes. The funding for this shared services analysis (up to \$19,000) would come from the \$100,000 already included in the budget.

ATTACHMENTS:

1. Resolution
2. PFM proposal and statement of qualifications

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING PUBLIC FINANCIAL
MANAGEMENT, INC. TO COMPLETE A SHARED SERVICES
ANALYSIS BETWEEN THE OSKALOOSA MUNICIPAL WATER
DEPARTMENT AND THE CITY OF OSKALOOSA**

WHEREAS, the City Council of Oskaloosa places a high value on identifying opportunities to cooperate with other entities to reduce the cost of providing services to the public; and

WHEREAS, the City Council of Oskaloosa acknowledges that cost reductions for the public may be achieved due to improvements in technology and a greater understanding of opportunities for economies of scale and integration of information through shared services; and

WHEREAS, the City Council of Oskaloosa is interested in retaining a third party professional firm to review and identify opportunities to reduce costs for the public through shared services between the Oskaloosa Municipal Water Department and the city of Oskaloosa; and

WHEREAS, Public Financial Management, Inc. (PFM) has proposed a method to accomplish the shared services analysis and report to the satisfaction of the parties involved.

NOW THEREFORE, BE IT RESOLVED that the City Council of Oskaloosa, Iowa hereby authorizes and directs the Mayor, City Clerk and City Manager to retain the professional services of PFM to complete a shared services analysis between the Oskaloosa Municipal Water Department and the city of Oskaloosa in an amount not to exceed \$19,000.

Passed and approved this 19th day of **November, 2012**.

David Krutzfeldt, Mayor

Attest:

Amy Miller, City Clerk



The PFM Group

Public Financial Management, Inc.
PFM Asset Management LLC
PFM Advisors

801 Grand Avenue
Suite 3300
Des Moines, Iowa
50309

515 243-2600
515 243-6994 fax
www.pfm.com

October 15, 2012

VIA EMAIL

Michael Schrock
City Manager
City of Oskaloosa
220 South Market Street
Oskaloosa, IA 5577

Dear Mr. Schrock,

Please accept this proposal from Public Financial Management, Inc. (PFM) to undertake a study of opportunities for cost savings and efficiencies from merging functions of the municipally owned water utility with Oskaloosa City government. Through our work with local governments and public authorities in Iowa and around the country, we understand the unique challenges a project of this nature entails, and we have developed a project team and approach to provide a credible analysis of the advantages and/or disadvantages of this possibility.

As a full service financial and management advisory firm to local governments, PFM has extensive experience working with Iowa cities, counties and authorities. PFM already provides financial advisory services to the City, and PFM has provided water-related advisory services for the cities of Altoona, Ankeny, Bondurant, Carlisle, Clive, Lake Mills, Laurens, Panora, Prairie City, Washington, Waukee and Pleasant Hill, as well as Perry Waterworks, Marshalltown Waterworks and Xenia Rural Water District.

PFM also has extensive experience with the analysis of alternative service delivery approaches, including merging functions and using shared services approaches. PFM has provided this analysis and assistance to, among others, the City of St. Louis and St. Louis County, Missouri; the City of Pittsburgh, Pennsylvania; Cuyahoga County, Ohio; and Xenia Iowa Rural Water District.

Public sector clients are PFM's singular priority, and we are dedicated to that work. We sincerely appreciate the City's interest in our services and thank you for this opportunity to present our team and qualifications.

PFM Qualifications

Since our establishment in 1975, the PFM Group has provided state and local governments access to the highest level of consulting and financial advisory resources. With over 450 professionals working in 32 offices nationwide, we are able to provide national expertise locally. The following are among the key comparative advantages that PFM would bring to this engagement:



- *National Leadership and Credibility:* As the nation's leading financial advisory firm, PFM can advise authoritatively with regard to key financial issues facing the public sector and approaches being used to maintain solid financial practices.
- *Local Expertise:* PFM maintains a full service office in Des Moines, Iowa, which includes twelve professionals in both the Financial Advisory and Management and Budget Consulting practice. These practices have served a wide variety of Iowa state and local government clients, and PFM is a top ranked financial advisory firm for the public sector at both the national and regional level.
- *Understanding of Key Project Areas:* Coupled with a strong understanding of the City's finances, PFM also has extensive experience in key activities and aspects of this project.

PFM Experience

The following highlights select examples of PFM's experience within topic areas that may be covered by this proposed engagement:

Evaluation of Shared Services Approaches

- State of Nebraska Department of Administrative Services
- City of Austin, Texas
- City of New Haven, Connecticut
- City of New Orleans, Louisiana
- City of New Orleans, LA parks and parkway
- City of Oklahoma City, Oklahoma
- City of Pittsburgh, Pennsylvania
- St. of St. Louis, Missouri
- City of Wilmington, Delaware
- Allegheny County, Pennsylvania
- Cuyahoga County, Ohio
- Erie County, New York
- Luzerne County, Pennsylvania
- Nassau County, New York
- St. Louis County, Missouri
- Xenia Rural Water District

Organizational Structure and Assessment

- Illinois Tollway Authority
- Illinois Department of Natural Resources
- Nebraska Department of Administrative Services
- Pennsylvania Governor's Budget Office



- City of Cleveland, Ohio Utilities
- City of New Orleans, Louisiana
- City of St. Louis, Missouri
- City of Wilmington, Delaware Department of Public Works
- Cuyahoga County, Ohio

Iowa Local Government Financial and Management Advisory Services

- | | | |
|--------------------------|-----------------------|-------------------------|
| ▪ City of Algona | City of Des Moines | City of Muscatine |
| ▪ City of Alta | City of Dexter | City of Ogden |
| ▪ City of Altoona | City of Eldridge | City of Osage |
| ▪ City of Ames | City of Emmetsburg | City of Oskaloosa |
| ▪ City of Ankeny | City of Estherville | City of Panora |
| ▪ City of Bondurant | City of Fort Dodge | City of Pella |
| ▪ City of Brooklyn | City of Hampton | City of Perry |
| ▪ City of Camanche | City of Harlan | City of Pleasant Hill |
| ▪ City of Carlisle | City of Iowa City | City of Prairie City |
| ▪ City of Carroll | City of Knoxville | City of Sioux City |
| ▪ City of Cedar Falls | City of Lake Mills | City of Spencer |
| ▪ City of Cedar Rapids | City of Laurens | City of Washington |
| ▪ City of Clinton | City of Marion | City of Waukee |
| ▪ City of Clive | City of Mediapolis | City of West Des Moines |
| ▪ City of Council Bluffs | City of Mitchellville | |
| ▪ City of Davenport | City of Monticello | |

PFM Team

The team available to the City would be led by highly experienced professionals, supported by a group of senior analysts and consultants. The primary team members would include the following:

Jenny Blankenship, Director, would provide engagement support related to the City's finances. Ms. Blankenship joined Public Financial Management's Des Moines office as a consultant in July 2003. Since joining PFM, Ms. Blankenship has supported PFM in the analysis and execution of hundreds of debt issuances including general obligation, urban renewal and water and sewer revenue debt. Ms. Blankenship has developed and implemented a database which monitors refunding opportunities for clients. In addition, Ms. Blankenship has implemented a model which calculates the rollback as well as a model which calculates estimated valuation for her clients prior to the release of this information by the State of Iowa and the County. Her present duties include ongoing refunding analysis, debt structuring and sizing, debt profiling, disclosure research and the



preparation of official statements, cash flow analysis of municipal utilities and cities and credit analysis.

Prior to joining Public Financial Management, Ms. Blankenship served as a staff accountant for three years with Roth & Company, P.C. in the tax and audit department. Ms. Blankenship was responsible for federal and state tax compliance for corporations, S-corporations, partnerships, fiduciary, gift and individuals. Ms. Blankenship also performed agreed-upon and audit procedures for financial institutions throughout Iowa along with assisting with special projects, tax planning and research, compilations of financial statements, and other client services.

Ms. Blankenship graduated with a BA in accounting from the University of Northern Iowa in Cedar Falls, Iowa in 2000 and is a Certified Public Accountant.

Randall Bauer, Director, will serve as the project manager. Since joining PFM in 2005, Mr. Bauer has managed multiple projects at PFM with a focus on identifying opportunities for achieving efficiency and/or cost savings through optimized service delivery approaches. These evaluations have included operations for the States of Nebraska, Ohio and Virginia as well as the City of St. Louis and St. Louis County and the City of Baltimore.

Prior to joining PFM, Mr. Bauer served for nearly seven years as Budget Director for the State of Iowa. In that capacity, he was Governor Thomas Vilsack's chief adviser for the State's \$12 billion budget as well as a senior adviser on tax and public finance issues. During Mr. Bauer's tenure, Iowa created a new results-focused budget process, implemented a performance reporting system, and developed a web-based budget system. Prior to his work as State Budget Director, Mr. Bauer served for over ten years as a senior analyst for the Iowa Senate with primary responsibilities on budget, tax, economic development and infrastructure issues.

Mr. Bauer has a Bachelor of Arts degree from Coe College, the Certified Public Manager designation from Drake University, and was a Fannie Mae Foundation Fellow at Harvard University's program for senior executives in state and local government. He has served as Vice President for Finance and on the Executive Board of the United States Chess Federation, as President of the Iowa Society of Certified Public Managers, and is a life member of the National Association of State Budget Officers, where he served on its Executive Committee.

Heidi Patterson, Senior Managing Consultant, will also play a primary role in benchmarking other local government operations and analysis of best practices. Ms. Patterson is based in the Des Moines office where her recent engagements have included serving as 'second chair' on a shared services study for the City and County of St. Louis and operational reviews for the City of New Orleans. Since joining PFM, she has worked with the States of Illinois, Nebraska, New York, Pennsylvania and Virginia, as well as major local governments including the Cities of Boise, Colorado Springs, Kansas City, New Orleans, and the Detroit and St. Louis Public School Districts.

Prior to joining PFM, she served as the Executive Director of the Iowa Accountancy Examining Board where she was responsible for the licensing and regulation of the State's 10,000 CPAs and LPAs. Ms. Patterson also served on the National Association of State Boards of Accountancy



(NASBA) Executive Director's Committee and the NASBA CPA Mobility Taskforce.

Ms. Patterson graduated from Iowa State University where she received a Bachelor of Arts degree in Political Science.

Project Scope

By the Oskaloosa Code of Ordinances and pursuant to an election held in 1922, the management and control of the municipally owned waterworks was placed in the hands of a board of trustees. The three-member board is appointed by the mayor for staggered six year terms. The general operations of the water utility are separate from the rest of Oskaloosa City government.

With improvements in technology and a greater understanding of opportunities for economies of scale and integration of information, shared services and similar approaches to merging duties and functions have grown in popularity at all levels of government. In many instances, local governments have been able to reduce costs and/or improve operations through these approaches. As local budgets continue to be squeezed by stagnant revenue growth and declines in state funding, it makes sense to carefully consider all options and opportunities for service delivery.

To support these efforts, PFM proposes to undertake a study of the current operations of the Oskaloosa municipally owned water utility. This study would include a review of current operations costs and metrics, benchmarking of similar systems and review of best practices. PFM would then provide a written report identifying any potential for cost savings and/or efficiencies through changes in current operations. PFM would also share the results of its study and report with appropriate internal and external stakeholders.

Project Approach

The following would be the proposed key activities:

Project Planning

The PFM team will form a detailed project plan and gather information necessary to be fully informed on all key project activities and expected outcomes. This will include:

1. Project kick-off and cost/activity data request; PFM will identify the key 'definition of success' factors for City leadership, as well as identify key financial and other data and information necessary for project analysis.
2. Identify comparable cities for benchmarking, with the goal of identifying and agreeing upon 4-8 cities.
3. Identify and schedule key interviews. This would include key internal and external stakeholders and subject matter experts. Ideally, this would also include interviews with the water utility general manager and office manager.



Project Information Gathering

The PFM team will undertake the following activities:

1. Interviews with City leadership, water department leadership and other internal and external stakeholders and subject matter experts. Interviews will cover current operations, past, current or future cost saving or service improvement initiatives, performance metrics other issues that impact on system operations and performance.
2. Develop and submit electronic surveys to benchmark cities. Conduct follow-up on information received.
3. Gather cost and performance data and conduct best practices research

Data Analysis

Based on the information gathered, PFM will analyze overall cost and performance data and develop a matrix for comparisons between City operations and other operations. PFM will also model opportunities for cost savings. PFM will also vet these findings with appropriate City staff and subject matter experts.

Findings and Recommendations

Using an assessment of both qualitative and quantitative measures, PFM will:

1. Develop a set of high level findings and communicate with the City
2. Based on feedback and discussion with the City, PFM will prepare a written report with findings and recommendations, including potential for cost savings and/or service improvements, as well as benchmarking and best practices research
3. PFM will communicate its report and recommendations to the City Council and/or other stakeholders as directed by the City

Professional Fees

PFM would propose to conduct the study based on hourly rates with a project cap of \$19,000. PFM would propose the same hourly rates that have been used on similar Management and Budget consulting projects in the region, which are:

Managing Director:	\$250/hour
Director and Senior Managing Consultant:	\$225/hour
Senior Analyst and Consultant:	\$185/hour
Associate:	\$150/hour
Research Assistant:	\$100/hour



For any work delivered on an hourly basis, PFM will provide regular updates (weekly, bi-weekly, monthly based on client request) on project activities, staff assigned to those activities, hours and project billings. Further these rates include any project expenses, such as travel, lodging or meals.

The following is a rough breakdown on the anticipated hours for the project by major activities:

Activities Description	Managing Director	Director/ SMC	Sr. Analyst/ Consultant	Research Assistant	Total	Activity Cost
Project planning, scheduling and kick-off	1	4	4		9	\$1,890
Project interviews		12	4		16	\$3,440
Benchmarking/best practices review		4	4	40	48	\$5,640
Data analysis and follow-up		4	8		12	\$2,380
Develop and communicate high level findings		4	4		8	\$1,640
Final report and communication	1	8	12		21	\$4,270
Hours	2	36	36	40	114	
Rate	\$250	\$225	\$185	\$100		
Subtotal	\$500	\$8,100	\$6,660	\$4,000		
Total	\$19,260					

As with all of our projects, PFM is committed to client satisfaction. If there are alternate methods of conducting the project or the project billing that you would like us to pursue, please let us know and we will work to accommodate your request. Likewise, if you have any questions about our proposal, please do not hesitate to contact us. Thank you for your consideration.

Sincerely,
Public Financial Management

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OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: November 19, 2012

REQUESTED BY: COUNCIL
APPOINTED STAFF

ITEM TITLE: REPORT ON ITEMS FROM CITY STAFF.

- a) City Manager.
- b) City Clerk.
- c) City Attorney.

EXPLANATION:

This item is reserved to receive reports from the City Manager, City Clerk, and/or the City Attorney.

BUDGET CONSIDERATION:

Not applicable, report(s) only.

ATTACHMENTS:

None.

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CITY COUNCIL COMMUNICATION

MEETING DATE: November 19, 2012

REQUESTED BY: CITY COUNCIL

ITEM TITLE: CITY COUNCIL INFORMATION.

EXPLANATION:

This item is reserved to receive reports from the Mayor and City Council. This is an opportunity for the members of the City Council to provide updates on activities, events, or items of note to the public. This is also the opportunity for the City Council to request future agenda items, or request items to be sent to Committee for review and discussion.

BUDGET CONSIDERATION:

Not applicable, report(s) only.

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CITY COUNCIL COMMUNICATION

MEETING DATE: November 19, 2012

REQUESTED BY: CITY COUNCIL

ITEM TITLE: CLOSED SESSIONS

Consider holding a closed session under Iowa Code Section 21.5.1.j. to discuss the purchase of particular real estate.

EXPLANATION:

The City Manager would like to discuss the possible purchase of particular real estate with the City Council where premature disclosure could be reasonably expected to increase the price the city would have to pay for that property and reconvene in open session to possibly take action.

BUDGET CONSIDERATION:

None at this time.

ATTACHMENTS:

None.